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ABSTRACT

This curriculum guide was designed for use in secondary health occupations education programs in Georgia. It provides a model for organizing vocational instructional content in health occupations, such as nurse, dental assistant, medical lab technician, radiologic technician, emergency medical technician, respiratory therapy assistant, medical assistant, or operating room technician. The first two sections of 10 explain the philosophy and objectives of state and local vocational education, and of the guide. In section 3, the health occupations field is described; and employability skills, student exit points, and tasks cross referenced to the Dictionary of Occupational Titles are listed. The curriculum structure and course outline are provided in section 4, while section 5, the main part of the guide, provides unit guides for each task to be taught. (For each task, a task description, student performance objective, suggested instructional activities, instructional materials, evaluation sections, and suggested classroom hours are included.) Section 6 contains references and resources, while student record forms comprise section 7. Following suggestions for working with special needs students (section 8), the guide concludes with a facility layout for a learning resource center and a laboratory, and definitions of terms (sections 9 and 10). (KC)

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HEALTH OCCUPATIONS CLUSTER

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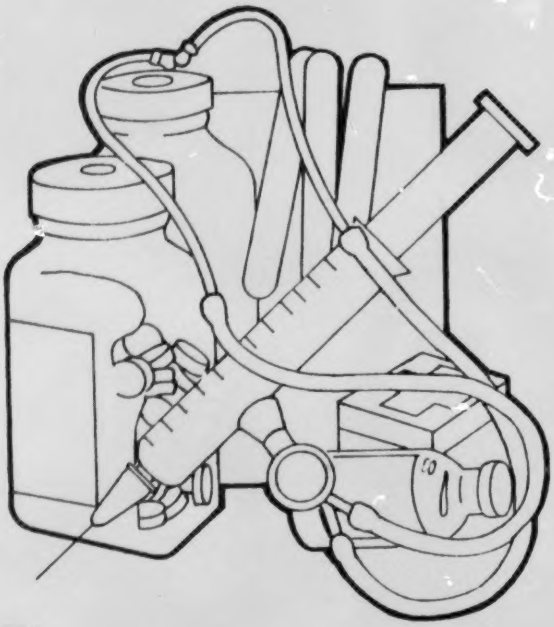

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CURRICULUM GUIDE

Georgia Department of Education

HEALTH OCCUPATIONS CLUSTER

Developed Under Contractual Agreement with

Division of Program Development
Office of Vocational Education
Georgia Department of Education
Atlanta, Georgia 30334
Charles McDaniel, State Superintendent of Schools
1981

HEALTH OCCUPATIONS

Developed By

The University of Georgia

Under the Direction of

Dr. Paul Scott

Vocational Education Materials Center

Division of Vocational Education

College of Education

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POLICIES AND PROCEDURES FOR THE CENTER

PURPOSE OF THE CENTER

The Vocational Education Materials Center functions within the Division of Vocational Education, University of Georgia. This Center operates under grants from the U.S. Office of Education, and the Georgia State Department of Education with the support of the College of Education. The Center is comprehensive in its commitment and approach to the development and dissemination of materials in the broad field of Vocational Education.

The purpose of the Center is to increase the capability of Georgia's delivery system for Vocational Education. Specifically, the Center is committed to:

1. Develop materials to assist in the implementation of proposed curricula and to enhance the teaching of Vocational Education.
2. Conduct and report curriculum research related to Vocational Education.
3. Provide a production and dissemination center for Vocational Education materials.
4. Provide direct experiences in curriculum development and diffusion for advanced graduate students.
5. Enable faculty members to participate in the develoment and implementation of a variety of curriculum materials.

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SECTION I

PHILOSOPHY & GOALS

VOCATIONAL EDUCATION IN GEORGIA

A. PHILOSOPHY

The Georgia Board of Education perceives vocational education as a vital component in the education of the young and adult citizens of this State. Appropriate programs of vocational education and ancillary services should be made readily available to individuals in middle schools, high schools, postsecondary area vocational-technical schools, vocational divisions of junior colleges, vocational centers, the Quick Start program and other adult programs designed to train or retrain workers for useful and satisfying employment.

Special services and assistance must be provided to those who need it in order to participate or benefit from vocational education. This includes women, minorities, the displaced homemaker and other displaced workers, those with limited English-speaking ability, the disadvantaged and the handicapped.

Since men and women spend the greater part of their lives at some form of work, the State should provide opportunities for all its citizens to develop the knowledge, skills and attitudes necessary for them to secure personally satisfying and socially useful employment.

B. PURPOSE

The purpose of vocational education shall be to improve the economic well-being of Georgia citizens by preparing individuals, through organized learning experiences, to select, obtain and advance in recognized occupations.

SECONDARY VOCATIONAL EDUCATION

A. PURPOSE

The purpose of secondary vocational education is to provide training opportunities to middle school students which are of sufficient variety and quality to enable them to make wise career choices, and at the high school level to become familiar with one or more occupations of interest and to specialize in a given occupation to the extent needed to acquire entry-level job skills and knowledge, or to enter more specialized training at the postsecondary level.

B. OBJECTIVES

1. At the middle school level, to provide exploratory PECE and Industrial Arts programs.

2. At the high school level, to provide:
   a. Exploratory and prevocational Industrial Arts programs.
   b. Prevocational programs in occupational clusters for entry into specialized programs in the 11th and 12th grades, or at the postsecondary level.
   c. Training in a single occupational skill of sufficient depth to gain entry-level employability, or the option to continue specialized training at the postsecondary level.
   d. Competency-based programs of occupational preparation which enable students to advance as far as possible through a planned sequence of courses leading to an occupational objective of greatest interest to the student.
   e. Opportunities and activities for students to develop and improve affective skills needed for employment.
   f. Vocational guidance, counseling, remedial and supportive programs and services needed by students to select and complete a program of vocational education.
   g. Ancillary and supportive services necessary to ensure that all students have access to training opportunities regardless of race, sex, national origin, disadvantagement or handicap.
   h. Opportunities for students to obtain or improve Home Economics and Consumer Education skills.
   i. Vocational education programs such that 50% of those individuals who complete or leave a program of occupational preparation, and are available for employment, find employment in the field for which trained, or in a related field.

STATEMENT OF LOCAL SYSTEM PHILOSOPHY, PURPOSE AND GOALS FOR VOCATIONAL EDUCATION

SECTION II

PURPOSE & OBJECTIVES

PURPOSE OF GUIDE

The purpose is defined in terms of the functional needs of each of the identified classes of users in the secondary and post secondary systems.

(a) Vocational teachers.

1. Provide a guide for organizing their program of instruction,
2. Assist in establishing program objectives,
3. Serve as a curriculum materials resource guide,
4. Improve communications with employers and advisory committees,
5. Facilitate competency based instruction,
6. Facilitate either group or self-paced instruction,
7. Include content by quarter and semester,
8. Cross-reference with existing state developed instructional materials (PLACE packages and post secondary I.I.).

(b) Vocational supervisors and administrators.

1. Assist in defining the scope and content of their programs,
2. Provide a means to improve curriculum management functions,
3. Serve as a guide for admissions and job placement functions,
4. Improve communications with employers and advisory committees.

(c) Counseling and guidance staff.

1. Provide a data base for counseling and guidance personnel,
2. Identify student exit points (Carrer Options),
3. Serve as guide for admissions and job placement,
4. Correlate with the new State Board of Education graduation requirements,
5. Provide specific content sequencing by quarter and semester for student scheduling,
6. Provide (a) curriculum options for the disadvantaged handicapped student, (b) curriculum modifications for SPECIAL NEEDS students, (c) typical admission requirements for regular and SPECIAL NEEDS students.

(d) Local Curriculum Coordination Committees.

1. Serve as a guide in working out articulation arrangements,
2. Improve definitions of the relationship between secondary clusters and post secondary specialized programs.

This guide will serve as an ideal communication device between school personnel and the craft advisory committee. By personally reviewing the guide with the local craft advisory committee the teacher will be able to maintain the accuracy of the guide in terms of the local job market and will also be able to inform representatives of local industry regarding the content of the program itself.

HEALTH OCCUPATIONS PROGRAM OBJECTIVE

Given appropriate instruction, as suggested by this guide, a student completing the program should demonstrate entry level skills in identified health occupations in the areas of knowledge, tool usage, related supportive skills and occupational skills.

As the student progresses through the program, sufficient competencies will be acquired to enable the student to enter the occupational field at the following curriculum exit points.

Hospital Entrance Attendant	(D.O.T. Code 355.677-014)
Occupational Therapy Aide	(D.O.T. Code 355.377-010)
Home Attendant	(D.O.T. Code 354.377-014)
Orderly	(D.O.T. Code 355.674-018)
Nurse Aide	(D.O.T. Code 355.674-014)
Physical Therapy Aide	(D.O.T. Code 355.354-010)
Psychiatric Aide	(D.O.T. Code 355.377-014)
Ward Clerk	(D.O.T. Code 245.362-014)

In addition, students may acquire prerequisite skills for the following occupations:

Dental Assistant	(D.O.T. Code 079.371-010)
Medical Lab Assistant	(D.O.T. Code 078.381-010)
Radiologic Technologist	(D.O.T. Code 078.362-026)
Emergency Medical Technician	(D.O.T. Code 079.374-010)
Respiratory Therapy Assistant	
Medical Assistant	(D.O.T. Code 076.367-014)
Operating Room Technician	(D.O.T. Code 099.374-022)

PERFORMANCE STANDARDS REQUIRED FOR GRADUATION

Students are required, by the State Board if Education to demonstrate competency in the adult life roles of the learner, individual, citizen, consumer and producer. The performance standards for the adult life role of the learner will be measured statewide. The local Boards of Education are required to adopt and validate performance indicators for the adult life roles of the individual, citizen, consumer and producer.

Performance Standards (State Board of Education)

A. Learner

1. The student reads and interprets communication on a functional level.
2. The student comprehends information received and applies that information in a variety of everyday situations.
3. The student writes legible appropriate personal and career communications on a functional level.
4. The student receives and transmits oral and visual communication on a functional level.
5. The student employs estimation, approximation and calculation skills in everyday living situations.
6. The student understands and uses various forms of scales and measurements, graphs, charts, tables, symbols and other graphic representations.
7. The student applies basic arithmetic operations (adding, subtracting, multiplying and dividing) in an everyday context.
8. The student applies basic geometric shapes and positions necessary for daily mathematical functions.
9. The student uses a variety of information resources to obtain assistance and information.
10. The student employs logical, intuitive and creative thinking processes.

Performance Standards (Local Board of Education)

B. Individual

1. The student knows appropriate emergency responses to accidents and demonstrates preventive actions for health and safety hazards.

2. The student recognizes and practices sound personal health habits necessary to maintain physical and mental well-being.

3. The student understands the sound health care principles involved in family living, parenting and parenthood.

C. Citizen

1. The student understands the basic structure and functions of the American system of Government and the American economic system.

2. The student knows basic legal rights and responsibilities of the citizen under the American judicial and penal systems.

3. The student recognizes relationships between current societal and environmental problems and the individuals' role and responsibilities.

D. Consumer

1. The student knows the principles of sound personal financial planning and management.

2. The student identifies the legal rights and responsibilities of the consumer in buying and selling goods and services.

E. Producer

1. The student analyzes personal career opportunities and choices through career planning and management.

2. The student demonstrates the skills necessary to obtain employment.

Program Competencies

This program will provide opportunities for the student to demonstrate competencies in the following performance standards. The standards are "keyed" to the above list by letter and number (i.e. A-1, 4, 9; B-3; C-1; etc.).

Performance Standards:
A-1, A-2, A-3, A-4, A-6, A-7, A-9; B-1, B-2, B-3; E-1, E-2

SECTION III

D. O. T. DESCRIPTION, EXIT POINTS, TASKS

DESCRIPTION OF OCCUPATIONAL FIELD

The primary purpose of this section is to provide a general orientation to the occupational field. This orientation may be used by counseling and guidance staff in helping students to select subject areas. It may also be used by instructors for new students just entering the program area. The description delimits the scope of the occupational field in terms of the range of activities involved in a series of occupations. The description identifies prerequisite skills and knowledge for those students interested in entering the occupational field. In addition, Exit Points are provided to aid the instructor in identifying possible jobs for early leavers. A listing of employability skills is also included in this section.

DESCRIPTION OF OCCUPATIONAL FIELD*

355.377-014 PSYCHIATRIC AIDE (medical ser.) assistant therapy aide; asylum attendant; charge attendant; psychiatric attendant; ward attendant.

Assists mentally ill patients, working under direction of nursing and medical staff. Accompanies patients to shower rooms, and assists them in bathing, dressing and grooming. Accompanies patients to and from wards for examination and treatment, and administers prescribed medications. Assists patients in becoming accustomed to hospital routine and encourages them to participate in social and recreational activities, such as visiting, sports and dramatics, to promote rehabilitation. Observes patients to ensure that none wanders from grounds. Feeds patients or attempts to persuade them to eat and notes reasons for rejection of food. Observes patients to detect unusual behavior and aids or restrains them to prevent injury to themselves or other patients. May escort patients off grounds for medical or dental treatment, to library for selection of reading materials and to church services, motion pictures, or athletic contests. May clean rooms, ward furnishings, walls and floors, using water, detergents and disinfectants. May change bed linens. May be designated as WARD SUPERVISOR (medical ser.) when responsible for patient care and other services of a single ward.

355.354-010 PHYSICAL THERAPY AIDE (medical ser.) physical therapy attendant.

Prepares patients for physical therapy treatments, assists PHYSICAL THERAPIST (medical ser.) or PHYSICAL THERAPIST ASSISTANT (medical ser.) during administration of treatments, and administers routine treatments. Assists patients to dress, undress, and put on and remove assistive and supportive devices, such as braces, splints and slings prior to and after treatments. Secures patients into or onto therapy equipment. Supports, turns, and stabilizes patients to assist PHYSICAL THERAPIST (medical ser.) or PHYSICAL THERAPIST ASSISTANT (medical ser.) to administer treatments, tests and evaluations. Administers routine treatments, such as hydrotherapy, hot and cold packs and paraffin bath. Safeguards, motivates and assists patients practicing exercises and functional activities. Observes patients during treatments and reports signs of fatigue, distress or other problems. Transports patients to and from treatment area and transfers patients between conveyances and treatment equipment, using transfer techniques appropriate to patient's conditions. Changes linen and arranges treatment supplies and equipment according to standard procedure or written or oral instructions. Cleans work area and equipment after treatment. Prepares hydrotherapy equipment at appropriate temperature and adds disinfectant solutions. Performs miscellaneous clerical and related duties, such as answering telephone, taking messages, running errands, delivering messages and filing patient records. May record treatment given and equipment used. May inventory and requisition supplies and equipment. May adjust fit of supportive and assistive devices for patients, as instructed. May be assigned to specific type of treatment or patient service and be designated PHYSICAL THERAPY AIDE, HYDROTHERAPY (medical ser.); PHYSICAL THERAPY AIDE, TRANSPORT (medical ser.).

355.674-014 NURSE AIDE (medical ser.) hospital attendant; nursing assistant.

Assists in care of hospital patients, under direction of nursing and medical staff. Answers signal lights and bells to determine patients' needs. Bathes, dresses and undresses patients. Serves and collects food trays and feeds patients requiring help. Transports patients to treatment units, using wheelchair or wheeled carriage, or assist them to walk. Drapes patients for examinations and treatments and remains with patients, performing such duties as holding instruments and adjusting lights. Dusts and cleans patients' rooms. Changes bed lines, runs errands, directs visitors and answers telephone. Takes and records temperature, pulse and respiration rates and food and liquid intake and output, as directed. May apply compresses and hot water bottles. May clean, sterilize, store, prepare and issue dressing packs, treatment trays and other supplies and be designated as NURSE AIDE, CENTRAL SUPPLY (medical ser.). May prepare patients for delivery and clean delivery rooms and be designated as NURSE AIDE, DELIVERY (medical ser.). May bathe, weigh, dress and feed newborn babies and be designated as NURSE AIDE, NURSERY (medical ser.). May clean, sterilize, and assemble into packs, supplies and instruments used in surgery and maintain cleanliness and order of operating rooms and be designated as NURSE AIDE, SURGERY (medical ser.).

355.674-018 ORDERLY (medical ser.)

Performs any combination of following duties, as directed by nursing and medical staff, to care for hospitalized patients: Bathes patients and give alcohol rubs. Cleans and shaves hair from skin area of operative cases. Measures and records intake and output of liquids, and takes and records temperature and pulse and respiration rate. Gives enemas. Carries meal trays to patients. Lifts patients onto and from bed and transports patients to hospital areas, such as operating and X-ray rooms, by rolling bed, or using wheelchair or wheeled stretcher. Sets up equipment such as oxygen tents, portable X-ray machines and overhead irrigation bottles. Places anesthesia equipment near operating table and assists in holding patient on table during administration or anesthetic. Sets up bone fracture equipment and assists PHYSICIAN (medical ser.) in putting on casts and braces. Maintains supply of hospital clothing for attending PHYSICIANS (medical ser.). Makes beds and collects soiled linens. Cleans rooms and corridors. Bathes deceased patients, accompanies body to morgue, and places personal belongings in mortuary box. May administer catheterizations and bladder irrigations. May accompany discharged mental patients home, or those transferred to other institutions.

354.377-014 HOME ATTENDANT (per. ser.) home health aide

Cares for elderly, convalescent, or handicapped person in patient's home, performing any combination of the following tasks: Changes bed linens, washes and irons patient's laundry, and cleans patient's quarters. Purchases, prepares and serves food for patient and other members of family, following special prescribed diets. Assists patients into and out of bed, automobile, or wheelchair, to lavatory and up and down stairs. Assists patient to dress, bathe and groom self. Massages patient and applies preparations and treatments, such as liniment or alcohol rubs and heat-lamp stimulation. Administers prescribed oral medications under written direction of physician or as directed by home care nurse. Accompanies ambulatory patients outside home, serving as guide, companion and aide. Entertains patient, reads aloud and plays cards or other games with patient. Performs variety of miscellaneous duties as requested, such as obtaining household supplies and running errands. Mav maintain records of services performed and of apparent condition of patient. May visit several households to provide daily health care to patients.

355.377-010 OCCUPATIONAL THERAPY AIDE (medical ser.)

Assists OCCUPATIONAL THERAPIST (medical ser.) or OCCUPATIONAL THERAPY ASSISTANT (medical ser.) in occupational therapy program in hospital or similar institution. Performs program support services, such as transporting patient, assembling equipment and preparing and maintaining work areas, as directed by OCCUPATIONAL THERAPIST (medical ser.) or OCCUPATIONAL THERAPY ASSISTANT (medical ser.). Assists in maintaining supplies and equipment. May assist in selected aspects of patient services as assigned.

245.362-014 WARD CLERK (medical ser.) floor clerk.

Prepares and compiles records in hospital nursing unit, such as obstetrics, pediatrics, or surgery: Records name of patient, address, and name of attending physician to prepare medical records on new patients. Copies information, such as patient's temperature, pulse rate, and blood pressure from nurses' records onto patient's medical records. Records diet instructions. Keeps file of medical records on patients in unit. Prepares notice of patient's discharge to inform business office. Requisitions supplies designated by nursing staff. Answers telephone and relays messages to patients and medical staff. Directs visitors to patients' rooms. Distributes mail, newspapers, and flowers to patients. May compile census of patients. May assist in patient care and services, such as dressing and feeding patient. May keep record of absences and hours worked by unit personnel.

355.677-014 HOSPITAL ENTRANCE ATTENDANT (medical Ser.) hospital messenger.

Directs or escorts incoming patients or visitors from hospital admitting office or reception desk to designated area in hospital or clinic: Carries patient's luggage. Assists patient in walking to prevent accidents by falling or transports nonambulatory patient, using wheelchair. Delivers messages and file papers for office staff. May be designated according to area assigned as ADMITTING OFFICE GUIDE (medical ser.); OUT-PATIENT-CLINIC-GUIDE (medical ser.).

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*From D.O.T.

EMPLOYABILITY SKILLS

In addition to the aptitudes, abilities, interests, physical requirements and job skills listed in the preceding Description of Occupation, employability skills exert a great deal of influence on a person's ability to get and keep a job. Surveys indicate that more people lose their jobs because of poor attitudes toward their job than for lack of job skills. For this reason it is important that information concerning the following employability skills be provided as an ongoing part of the program.

1. Getting a job
    a. Filling out job applications
    b. Developing a resume
    c. Preparing for a job interview

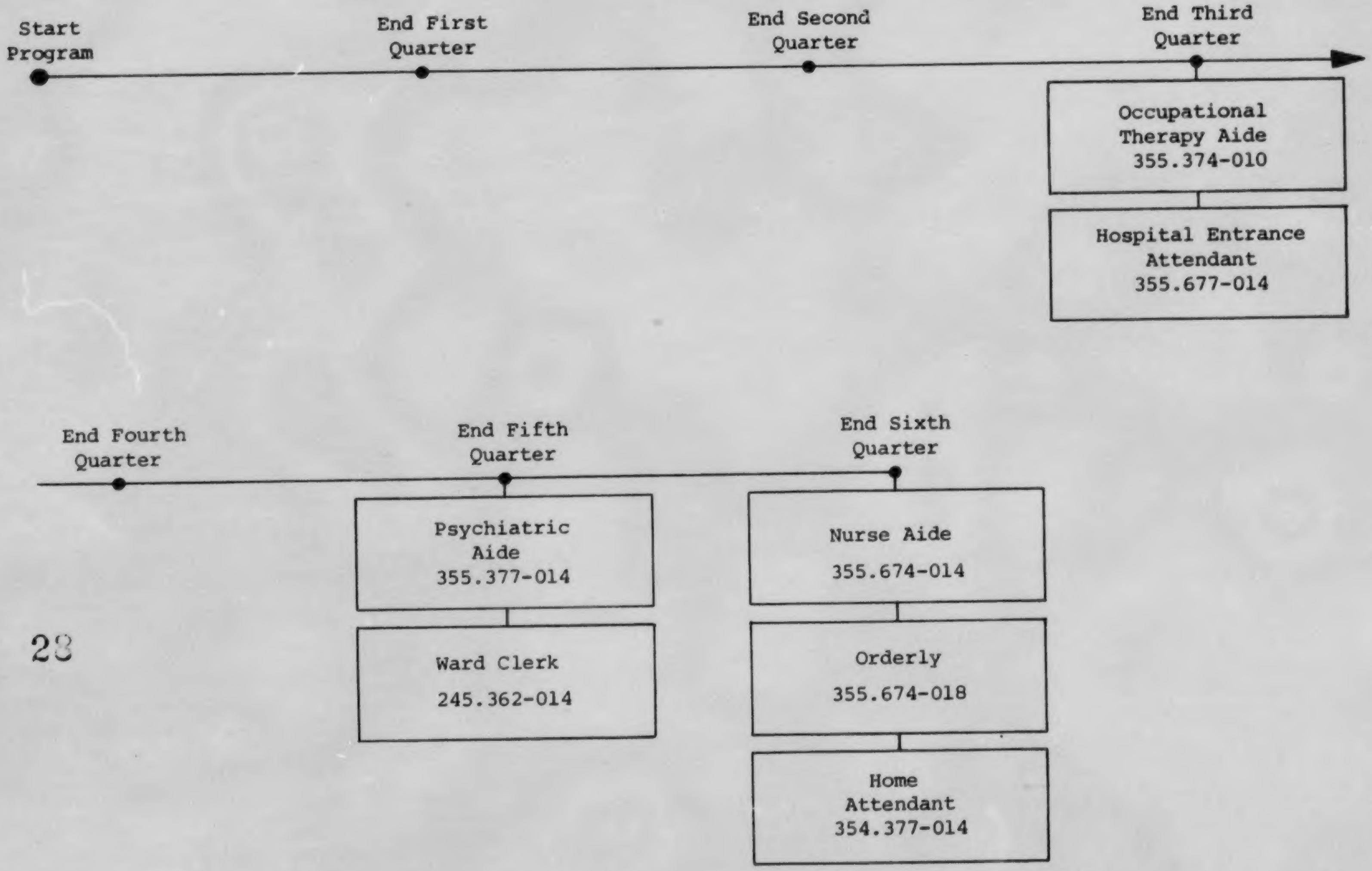
2. Keeping a job
    a. Be on time and regular in attendance
    b. Maintain a fair share of the work-load
    c. Work without supervision
    d. Meet production schedules
    e. Properly care for and use equipment
    f. Dress appropriately for the job
    g. Maintain good personal hygiene
    h. Develop and maintain good communication with supervisors and co-workers

EXIT POINTS

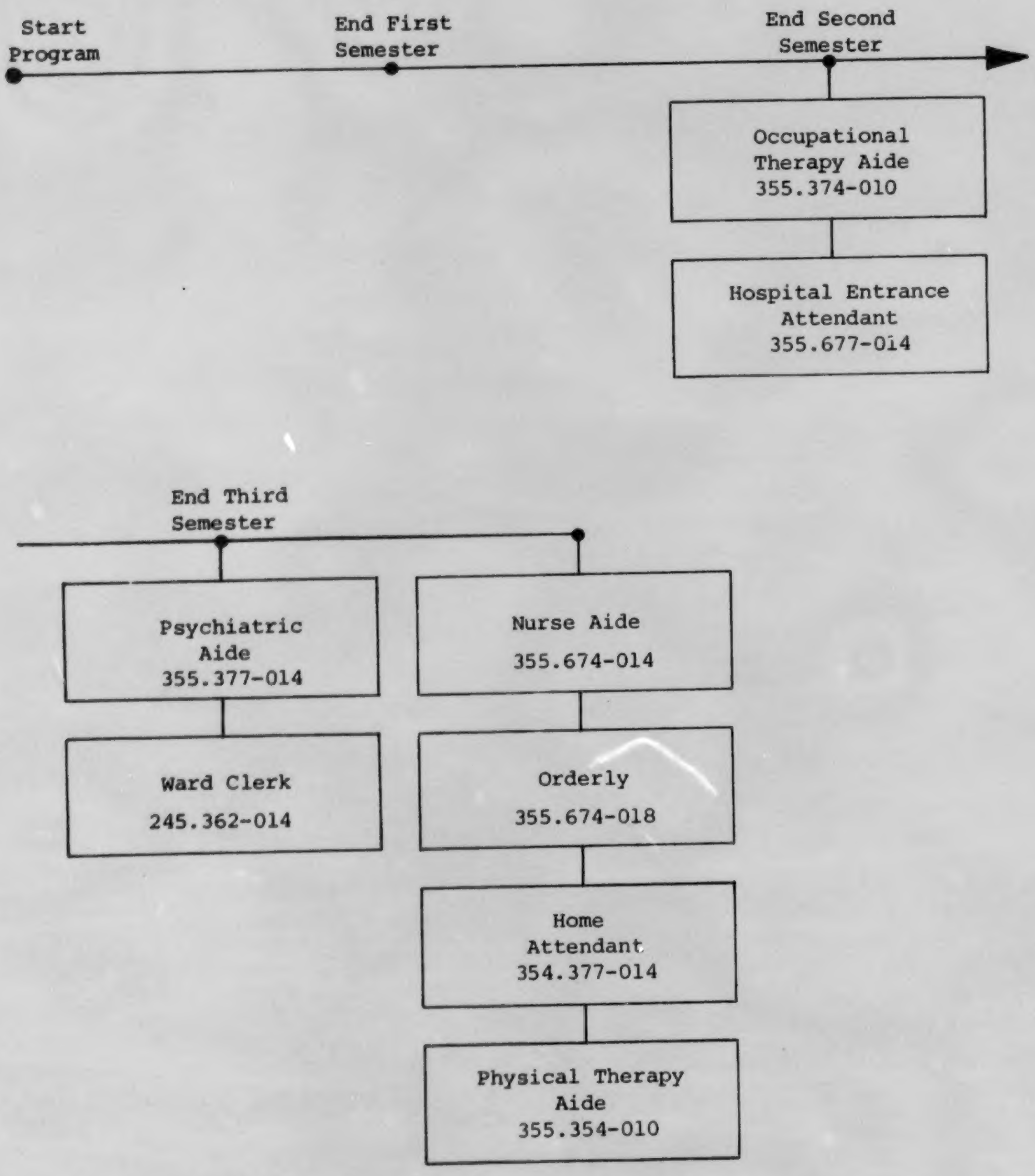
The diagram on the following page is based on the Suggested Course Outline Structure, Option One: Nursing Occupations. It graphically illustrates the points in the Health Occupation's program where the student should have acquired the competencies necessary for entry level employment into the job classification indicated. In many cases by the time a student reaches an exit point, he/she may have acquired several competencies in addition to those required for the specific job classification.

The Task Listing by D. O. T. code indicates the entry level skills (tasks) required for the student to be considered employable in a specified occupation. If the local program is individualized, it should be relatively easy to move a potential program leaver (drop out) into those skills (tasks) which would qualify the student for one of the listed occupations.

EXIT POINTS - QUARTERS
Option One: Nursing Occupations


Start Program
End First Quarter
End Second Quarter
End Third Quarter
Occupational Therapy Aide 355.374-010
Hospital Entrance Attendant 355.677-014
End Fourth Quarter
End Fifth Quarter
End Sixth Quarter
Psychiatric Aide 355.377-014
Ward Clerk 245.362-014
Nurse Aide 355.674-014
Orderly 355.674-018
Home Attendant 354.377-014

EXIT POINTS - SEMESTERS
Option One: Nursing Occupations


Start Program
End First Semester
End Second Semester
Occupational Therapy Aide 355.374-010
Hospital Entrance Attendant 355.677-014
End Third Semester
Psychiatric Aide 355.377-014
Ward Clerk 245.362-014
Nurse Aide 355.674-014
Orderly 355.674-018
Home Attendant 354.377-014
Physical Therapy Aide 355.354-010

TASK LISTING BY D.O.T. CODE

The tasks are listed in this section in a matrix format that cross references them with the applicable D.O.T codes for the exit point occupational titles. Each task is identified with one or more of the exit point occupational titles. This information may be used to make a specific determination as to when a student has developed the necessary skills to qualify for an exit point. This information is particularly useful in preparing early leavers to meet the requirements for a specific occupational title.

TASK LISTING BY DOT CODE

Health Occupations Cluster

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	Psychiatric Aide	Physical Therapy Aide	Nurse Aide	Orderly	Home Attendant	Occupational Therapy Aide	Ward Clerk	Hospital Entrance Attendant
	DOT DESCRIPTIONS / DOT NO.	355.377-014	355.354-010	355.674-014	355.674-018	354.377-014	355.374-010	245.362-014	355.677-014
	FOUNDATIONS								
1.	Introduction to Health Occupations	X	X	X	X	X	X	X	X
2.	Introduction to Health Care	X	X	X	X	X	X	X	X
	PERFORMANCE GROUP I: A.M. and P.M Care								
1.	Assist the Patient to Maintain Oral Hygiene	X		X	X	X			
2.	Assist the Patient with Elimination	X		X	X	X			
3.	Give the Patient a Back Rub	X	X	X	X	X			
	PERFORMANCE GROUP II: Assist With Bathing								
1.	Give Bed Bath	X	X	X	X	X			
2.	Assist with Shower	X	X	X	X	X			
3.	Assist with Tub Bath	X	X	X	X	X			
4.	Dress Adult Bed Patient	X	X	X	X	X			
	PERFORMANCE GROUP III: Care of Skin Accessories								
1.	Shave Male	X	X	X	X	X			
2.	Give Shampoo to Bed Patient	X	X	X	X	X			
3.	Brush or Comb Hair	X	X	X	X	X			
4.	Care for Nails	X	X	X	X	X			

TASK LISTING BY DOT CODE

Health Occupations Cluster

POSSIBLE EXIT POINTS

	DOT DESCRIPTIONS	Psychiatric Aide	Physical Therapy Aide	Nurse Aide	Orderly	Home Attendant	Occupational Therapy Aide	Ward Clerk	Hospital Entrance Attendant
	DOT NO.	355.377-014	355.354-010	355.674-014	355.674-018	354.377-014	355.374-010	245.362-014	355.677-014
TASK NO.	TASK NAME								
PERFORMANCE GROUP IV: Care for Beds									
1.	Adjust Bed to Different Positions	X	X	X	X	X			
2.	Make Unoccupied Beds	X	X	X	X	X			
3.	Make an Occupied Bed	X	X	X	X	X			
PERFORMANCE GROUP V: Aseptic Techniques									
1.	Wash Hands	X		X	X	X			
2.	Handle Sterile Equipment and Supplies	X		X	X				
3.	Put on Sterile Gloves	X		X	X				
PERFORMANCE GROUP VI: Isolation Techniques									
1.	Prepare a Unit for Isolation	X	X	X	X				
2.	Put on and Remove Mask	X	X	X	X				
3.	Put on and Remove Gown	X	X	X	X				
4.	Perform Double Bagging	X	X	X	X				
5.	Serve and Remove Diet Tray in Isolation	X	X	X	X				
6.	Transfer Isolation Patient Within Facility	X	X						
PERFORMANCE GROUP VII: Vital Signs									
1.	Take Temperature	X	X	X	X	X			
2.	Take Pulse	X	X	X	X	X			

TASK LISTING BY DOT CODE

Health Occupations Cluster

POSSIBLE EXIT POINTS

	DOT DESCRIPTIONS	Psychiatric Aide	Physical Therapy Aide	Nurse Aide	Orderly	Home Attendant	Occupational Therapy Aide	Ward Clerk	Hospital Entrance Attendant
	DOT NO.	355.377-014	355.354-010	355.674-014	355.674-018	354.377-014	355.374-010	245.362-014	355.677-014
TASK NO.	TASK NAME								
3.	Take Respirations	X	X	X	X	X			
4.	Take Blood Pressure	X	X	X	X	X			
	PERFORMANCE GROUP VIII: Assist with Ambulation								
1.	Assist to Dangle and Ambulate	X	X	X	X	X			
2.	Assist with a Wheelchair	X	X	X	X	X			X
3.	Ambulate with Assistive Devices	X	X	X	X	X	X		X
4.	Transfer with a Mechanical Lift	X	X	X	X	X			
5.	Transfer using a Stretcher	X	X	X	X	X	X		X
	PERFORMANCE GROUP IX: Position Bed Patient								
1.	Position Dependent Patient	X		X	X	X	X		
2.	Assist Patient with ROM Exercises	X		X	X	X	X		
3.	Apply Anti-Embolic Stocking	X		X	X	X	X		
4.	Place Patient on Alternating Pressure Mattress	X		X	X				
5.	Apply Restraints	X		X	X				
	PERFORMANCE GROUP X: Care of Wounds								
1.	Apply Bandages and Blinders	X	X	X	X	X			
2.	Apply Sterile Dressings	X	X			X			

TASK LISTING BY DOT CODE

Health Occupations Cluster

POSSIBLE EXIT POINTS

DOT DESCRIPTIONS	Psychiatric Aide	Physical Therapy Aide	Nurse Aide	Orderly	Home Attendant	Occupational Therapy Aide	Ward Clerk	Hospital Entrance Attendant
TASK NO. TASK NAME / DOT NO.	355.377-014	355.354-010	355.674-014	355.674-018	354.377-014	355.374-010	245.362-014	355.677-014
3. Irrigate Wounds	X	X			X			
PERFORMANCE GROUP XI: Apply Heat and Cold								
1. Apply Local Cold Treatments	X	X	X	X	X			
2. Administer Tepid Baths	X		X	X	X			
3. Apply Local Heat Treatments	X	X	X	X	X			
4. Assist Patient with Sitz Bath	X		X	X	X			
PERFORMANCE GROUP XII: Emergency Care								
1. Perform Cardiopulmonary Resuscitation	X	X		X	X			
2. Control External Hemorrhage	X	X		X	X			
3. Immobilize a Fracture			X	X	X			
4. Evacuate Patients	X	X	X	X	X	X	X	X
PERFORMANCE GROUP XIII: Assist with Respiration								
1. Administer Oxygen Correctly								
2. Assist a Patient with Breathing Exercises			X	X				
3. Assist a Patient with Postural Drainage			X	X				
4. Suction a Patient's Upper Respiratory Passage								
5. Suction a Tracheostomy								

TASK LISTING BY DOT CODE

Health Occupations Cluster

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIONS / DOT NO.	Psychiatric Aide 355.377-014	Physical Therapy Aide 355.354-010	Nurse Aide 355.674-014	Orderly 355.674-018	Home Attendant 354.377-014	Occupational Therapy Aide 355.374-010	Ward Clerk 245.362-014	Hospital Entrance Attendant 355.677-014
6.	Clean an Inner Cannula of a Tracheostomy									
7.	Set up a Child-Adult Mist Tent									
8.	Assist with Water-Seal Drainage									
	PERFORMANCE GROUP XIV: Assist with Nutrition									
1.	Serve Food Tray		X		X	X	X			
2.	Feed the Patient		X		X	X	X			
3.	Administer Gavage Feeding									
	PERFORMANCE GROUP XV: Urine Elimination									
1.	Collect a Routine Urine Specimen				X	X	X			
2.	Collect a Clean-Catch Urine Specimen				X	X	X			
3.	Check Urine for Sugar and Acetone and Specific Gravity				X	X				
4.	Insert a Catheter into the Urinary Bladder									
5.	Irrigate the Bladder and Give Catheter Care									
6.	Remove a Retention Catheter									
7.	Collect a 24-hour Urine Specimen				X	X	X			

TASK LISTING BY DOT CODE

Health Occupations Cluster

POSSIBLE EXIT POINTS	DOT DESCRIPTIONS	Psychiatric Aide	Physical Therapy Aide	Nurse Aide	Orderly	Home Attendant	Occupational Therapy Aide	Ward Clerk	Hospital Entrance Attendant
	DOT NO.	355.377-014	355.354-010	355.674-014	355.674-018	354.377-014	355.374-010	245.362-014	355.677-014
TASK NO.	TASK NAME								
PERFORMANCE GROUP XVI: Bowel Elimination									
1.	Give an Enema			X	X	X			
2.	Insert a Rectal Suppository			X	X	X			
3.	Collect a Stool Specimen			X	X	X			
4.	Remove a Fecal Impaction			X	X	X			
PERFORMANCE GROUP XVII: Medical Office Skills									
1.	Assist with Physical Exam	X	X						
2.	Irrigate EENT								
3.	Clean and Sterilize Equipment								
PERFORMANCE GROUP XVIII: Admission, Transfer and Discharge									
1.	Prepare a Unit for Admission			X	X				
2.	Receive and Admit a Patient			X	X				
3.	Transfer a Patient			X	X				
4.	Discharge a Patient			X	X				
PERFORMANCE GROUP XIX: Administer Medications									
1.	Administer Oral Medications	X				X			
2.	Administer Parenteral Medications	X							

TASK LISTING BY DOT CODE

Health Occupations Cluster

POSSIBLE EXIT POINTS

DOT DESCRIPTIONS	Psychiatric Aide	Physical Therapy Aide	Nurse Aide	Orderly	Home Attendant	Occupational Therapy Aide	Ward Clerk	Hospital Entrance Attendant
DOT NO.	355.377-014	355.354-010	355.674-014	355.674-018	354.377-014	355.374-010	245.362-014	355.677-014
TASK NO. TASK NAME								
PERFORMANCE GROUP XX: Surgical Technical Skills								
1. Don Surgically Aseptic Attire								
2. Introduction to Operating Room								
3. Pass Surgical Instruments								
4. Drape Patient								
PERFORMANCE GROUP XXI: Maintain Fluid Balance								
1. Measure Intake and Output	X		X	X	X			
2. Care for Patient Receiving I.V. Therapy	X				X			
3. Assist Patient with Fluid Imbalance	X				X			
PERFORMANCE GROUP XXII: Maintain Records and Perform Ward Clerk Duties								
1. Record Nursing Care					X		X	
2. Transcribe Nursing Care		X						
3. Receive and Deliver Mail, Gifts and Flowers			X	X	X		X	
4. Fill out Charge Slips		X					X	
5. Accept and Relay Telephone Messages		X	X	X	X		X	
6. Maintain Inventory		X					X	

TASK LISTING BY DOT CODE

Health Occupations Cluster

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	Psychiatric Aide	Physical Therapy Aide	Nurse Aide	Orderly	Home Attendant	Occupational Therapy Aide	Ward Clerk	Hospital Entrance Attendant
DOT DESCRIPTIONS / DOT NO.		355.377-014	355.354-010	355.674-014	355.674-018	354.377-014	355.374-010	245.362-014	355.677-014
7.	Prepare and Maintain Daily Census							X	
8.	Graph T.P.R.					X			
	PERFORMANCE GROUP XXIII: Infant Care								
1.	Carry Infant		X	X	X	X			
2.	Weigh and Measure Infant		X	X	X	X			
3.	Collect Urine Specimen		X						
4.	Give Daily Care to Newborn		X	X	X	X			
5.	Feed an Infant								
	PERFORMANCE GROUP XXIV: Maternal and Newborn Care								
1.	Count and Report Fetal Heart Rate								
2.	Time Contractions								
3.	Suction Infant's Respiratory Passages								
4.	Identify Newborn								
5.	Irrigate Eyes with Silver Nitrate								
6.	Give Perineal Care to Male and Female			X	X				
7.	Administer Vaginal Irrigations and Medications			X	X				

TASK LISTING BY DOT CODE

Health Occupations Cluster

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	Psychiatric Aide	Physical Therapy Aide	Nurse Aide	Orderly	Home Attendant	Occupational Therapy Aide	Ward Clerk	Hospital Entrance Attendant
DOT DESCRIPTIONS / DOT NO.		355.377-014	355.354-010	355.674-014	355.674-018	354.377-014	355.374-010	245.362-014	355.677-014
PERFORMANCE GROUP XXV: Medical Laboratory Techniques									
1.	Use Laboratory Glassware								
2.	Obtain Blood from a Vein								
3.	Perform Capillary Puncture								
4.	Measure Hemoglobin								
5.	Measure Hematocrit								
6.	Introduction to Urinalysis								
7.	Group Blood in ABO System								
8.	Perform Simple Bacteriology Tests								
9.	Prepare Blood Smears								
PERFORMANCE GROUP XXVI: Care of Orthopedic Patient									
1.	Care for Orthopedic Patient With a Cast			X	X				
2.	Apply or Remove Braces			X	X	X			
3.	Apply or Remove Skin Traction								
4.	Operate Turning Frame								
5.	Operate Circ-o-lectric Bed								
PERFORMANCE GROUP XXVII: Give Post-Mortum Care				X	X				

TASK LISTING BY DOT CODE

Health Occupations Cluster

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	Psychiatric Aide	Physical Therapy Aide	Nurse Aide	Orderly	Home Attendant	Occupational Therapy Aide	Ward Clerk	Hospital Entrance Attendant
	DOT NO.	355.377-014	355.354-010	355.674-014	355.674-018	354.377-014	355.374-010	245.362-014	355.677-014
	PERFORMANCE GROUP XXVIII: Care of Surgical Patient								
1.	Give Pre-operative Skin Care								
2.	Prepare Patient for Surgery								
3.	Give Immediate Post-op Care								
	PERFORMANCE GROUP XXIX: Special Care of G.I. Tract								
1.	Change Colostomy Drainage Bag			X	X	X			
2.	Irrigate Colostomy			X	X	X			
3.	Care for Naso-gastric Tube								
	PERFORMANCE GROUP XXX: Maintain Patient Environment								
1.	Provide Fresh Drinking Water			X	X	X			
2.	Assist Patient with Telephone			X	X	X			
3.	Care for Patient's Flowers			X	X	X			
	PERFORMANCE GROUP XXXI: Housekeeping Aide								
1.	Clean the Occupied Unit			X	X	X			
2.	Clean the Discharge Unit			X	X	X			
3.	Clean the Occupied Isolation Unit			X	X	X			

TASK LISTING BY DOT CODE

Health Occupations Cluster

	POSSIBLE EXIT POINTS								
	DOT DESCRIPTIONS	Psychiatric Aide	Physical Therapy Aide	Nurse Aide	Orderly	Home Attendant	Occupational Therapy Aide	Ward Clerk	Hospital Entrance Attendant
	DOT NO.	355.377-014	355.354-010	355.674-014	355.674-018	354.377-014	355.374-010	245.362-014	355.677-014
TASK NO.	TASK NAME								
4.	Clean Special Areas			X	X	X			
	PERFORMANCE GROUP XXXII: Dental Assisting								
1.	Dental Profession								
2.	Basic Dental Equipment								
3.	Seat and Dismiss the Patient								
4.	Prepare an Anesthetic Syringe								
	PERFORMANCE GROUP XXXIII: The Dietary Aide								
1.	Prepare and Serve Food Tray								
	PERFORMANCE GROUP XXIV: Radiologic Technology								
1.	Duties of the Radiologic Technologist								
2.	Educational Requirements of the Radiologic Technologist								
3.	Radiographic Equipment								
4.	Radiation Protection								
5.	Radiographic Positioning of the Lower Leg								
	PERFORMANCE GROUP XXXV: Physical Therapy Assisting								

SECTION IV

CURRICULUM STRUCTURE & COURSE OUTLINE

CURRICULUM STRUCTURE

The following curriculum structure is based on the course outline and is designed to be used in an individualized setting. To convert to a traditional method of teaching, simply start with option one and follow that structure throughout the first two years. If a third year is desired a co-op type program is recommended with each student studying subject matter supportive of their specific on-the-job training.

HEALTH OCCUPATIONS CURRICULUM STRUCTURE (Semesters)

Course Number	Course	Clock Hours
	First Year	
	Semester I	
	Foundations	85
	Exploring Career Choice	35
	Option One: Nursing Occupation Skills	(58)
	Option Two: Dental Assistant	(61)
	Option Three: Medical Lab Technician	(55)
	Option Four: Radiologic Technology	(60)
	Option Five: Emergency Medical Technician	(59)
	Option Six: Respiratory Therapy Assistant	(65)
	Option Seven: Medical Assistant	(62)
	Option Eight: Operating Room Technician	(54)
	Semester II	
	Option One: Nursing Occupations Skills	(183)
	Option Two: Dental Assistant	(51)
	Option Four: Radiologic Technology	(181)
	Option Five: Emergency Medical Technician	(77)
	Option Six: Respiratory Therapy Assistant	(179)

Course Number	Course	Clock Hours
	Second Year	
	Semester III	
	Option One: Nursing Occupation Skills	(173)
	Option Four: Radiologic Technology	(88)
	Semester IV	
	Option One: Nursing Occupation Skills	(168)
	Third Year	
	The third year may be used to provide work experience for the advanced student.	

HEALTH OCCUPATIONS CURRICULUM STRUCTURE (QUARTERS)

Course Number	Course	Clock Hours
	First Year	
	Quarter I	
	Foundations	85
	Exploring Career	35
		120
	Quarter II (Begin Options)	
	Option One: Nursing Occupation Skills	(123)
	Option Two: Dental Assistant	(130)
	Option Three: Medical Lab Technician	(55)
	Option Four: Radiologic Technology	(102)
	Option Five: Emergency Medical Technician	(136)
	Option Six Respiratory Therapy Assistant	(125)
	Option Seven: Medical Assistant	(110)
	Option Eight: Operating Room Technician	(80)
	Quarter III	
	Option One: Nursing Occupation Skills	(118)
	Option Four: Radiologic Technology	(122)
	Option Six: Respiratory Therapy Assistant	(119)
	Option Seven: Medical Assistant	(195)

Course Number	Course	Clock Hours
	Second Year	
	Quarter IV	
	Option One: Nursing Occupational Skills	(120)
	Option Four: Radiologic Technology	(105)
	Quarter V	
	Option One: Nursing Occupation Skills	(115)
	Quarter VI	
	Option One: Nursing Occupation Skills	(105)

Third Year

The third year may be used to provide work experience for the advanced student.

Course Outline

The following course outline is presented by quarters and by semesters. It has been designed in an individualized format; however, if a traditional method of teaching is desired, simply proceed with option one and follow that outline throughout the first two years. In the event a traditional method is followed, some of the more advanced units may be deferred until the third year, providing time to carry all the students through the exploratory units.

The sample course outline is to be used as an example to facilitate the development of alternative outlines for the individual learner. The listing of the tasks within a quarter or semester is not meant to indicate a required sequence or pattern. All the tasks are independent except for the listed prerequisites; therefore, a group of students may begin the quarters or semesters by learning different tasks. The specific information required to teach the skills and related nursing theory for each unit/task is included on the corresponding unit guide sheet in the Unit Guide section (Section V).

The time estimates are a minimum amount of time required and should be adjusted according to each learner's individual needs.

Exit points have been identified and are listed in chart form (refer to the table of contents). In addition the exit points are identified in the Task Listing by D.O.T. Code Table. A competency record (Section III) of all the tasks the learner can perform safely should be given to the prospective employers. These exit points will improve attrition problems for schools and should prevent a feeling of failure for learners who do not complete a specific program.

NOTE: Although the nursing theory is not listed in the course outline the theory units are referenced to the related tasks through a Task/Nursing Theory Cross Reference Matrix. The matrix is presented immediately following the course outline.

Suggested Course Outline Structure for Health Occupations

Semester I

Unit	Title	Hours:Minutes
	Foundations	
HO 1.00	Introduction to Health Occupations	25:00
HO 2.00	Introduction to Health Care	60:00
	PVR 1.00 You, The Student	
	PVR 2.00 You, The Nurse	
	PVR 3.00 Your Patient	
	PVR 4.00 Ethical and Legal Aspects	
	PVR 5.00 Understanding Human Behavior	
	BDA 1.00 Drug Problems	
	BDA 2.00 Pharmacology	
	AP 1.00 General Plan of the Body	
	MHI 1.00 Mental Health	
	Explore Career Choice	35:00
	(Have each student select and explore one or more of the following Health Occupations)	
	Basic Nursing Skills	
	1.01 Assist the Patient to Maintain Oral Hygiene	(6:00)
	1.02 Assist the Patient with Elimination	(5:30)
	1.03 Give the Patient a Back Rub	(5:00)
	2.01 Give Bed Bath	(5:00)
	2.02 Assist with Shower	(1:30)
	2.03 Assist with Tub Bath	(9:00)
	2.04 Dress Adult Bed Patient	(1:30)
	3.01 Shave Male	(1:30)
	3.02 Give Shampoo to Bed Patient	(1:30)
	3.03 Brush or Comb Hair	(1:00)
	3.04 Care for Nails	(2:00)
	4.01 Adjust Bed to Different Positions	(2:00)
	4.02 Make Unoccupied Bed	(5:30)
	4.03 Make an Occupied Bed	(5:30)
	30.01 Provide Fresh Drinking Water	(1:00)
	30.02 Assist Patient with Telephone	(1:00)
	30.03 Care for Patient's Flowers	(1:00)

Medical Office Skills

17.01	Assist with Physical Exam	(4:30)
17.02	Irrigate Eyes and Ears	(10:00)
17.03	Clean and Sterilize Equipment	(2:30)
25.03	Perform Capillary Puncture	(17:00)
25.04	Measure Hemoglobin	(2:00)

Surgical Technician Skills

20.01	Don Surgically Aseptic Attire	(3:00)
20.02	Introduction to O.R.	(2:00)
20.03	Pass Surgical Instruments	(3:30)
20.04	Drape Patient	(3:30)

Medical Laboratory Techniques

25.01	Use Laboratory Glassware	(4:30)
25.02	Obtain Blood from a Vein	(3:30)
25.05	Measure Hematocrit	(2:30)
25.06	Introduction to Urinalysis	(3:00)
25.07	Group Blood in ABO System	(4:00)
25.08	Perform Simple Bacteriology	(6:30)
25.09	Prepare Blood Smears	(3:30)

Dental Assisting

32.01	Dental Profession	(7:00)
32.02	Basic Dental Equipment	(3:00)
32.03	Seat and Dismiss the Patient	(4:00)
32.04	Prepare an Anesthetic Syringe	(3:30)

Radiologic Technology

34.01	Duties of the Radiologic Technologist	(3:00)
34.02	Educational Requirements of the Radiologic Technologist	(2:30)
34.03	Radiographic Equipment	(4:30)
34.04	Radiologic Protection	(3:00)
34.05	Radiologic Positioning of the Lower Leg	(4:00)

Physical Therapy

35.00	Physical Therapy Assisting	(3:30)

Optional units for students who exit before completing a specific program.

Housekeeping Aide

31.01	Clean the Occupied Unit	(4:00)
31.02	Clean the Discharge Unit	(2:00)
31.03	Clean the Occupied Isolation Unit	(3:00)
31.04	Clean Special Areas	(3:30)

The Dietary Aide

33.01	Prepare and Serve Food Tray	(4:00)

At this point the student should be ready to make a career choice. The remainder of the Health Occupation Program Course outline is laid out in the following career options.

Option One: Nursing Occupations
Option Two: Dental Assistant
Option Three: Medical Lab Technician
Option Four: Radiologic Technology
Option Five: Emergency Medical Technician
Option Six: Respiratory Therapy Assistant
Option Seven: Medical Assistant
Option Eight: Operating Room Technician

Those students choosing a career in nursing as well as those not making a choice should continue with option one. Exit points for relation occupations are listed at the end of each semester in option one as well as in graphic form in Section III of the guide.

Option One: Nursing Occupations

Unit	Title	Hours:Minutes
	Foundations	85:00
	Explore Career Choice	35:00
	Performance Group: Aspetic Techniques	
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment and Supplies	5:00
5.03	Put on Sterile Gloves	2:00
		13:00
	Performance Group: Vital Signs	
7.01	Take Temperature	6:30
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
7.04	Take Blood Pressure	5:00
		45:30
	Semester I Hours:	178:30
	Semester II	
	Performance Group: Ambulating and Transporting	
8.01	Assist to Dangle and Ambulate	5:00
8.02	Assist with a Wheelchair	9:00
8.05	Transfer using a Stretcher	2:00
		16:00
	Performance Group: Nutritional Needs	
14.01	Serve Food Tray	49:00
14.02	Feed the Patient	2:00
14.03	Administer Gavage Feeding	2:30
		53:30

Performance Group: Isolation Technique

6.01	Prepare a Unit for Isolation	6:00
6.02	Put On and Remove Mask	1:00
6.03	Put On and Remove Gown	1:00
6.04	Perform Double Bagging	2:00
6.05	Serve and Remove Diet Tray in Isolation	1:00
6.06	Transfer Isolation Patient Within Facility	1:00
		12:00

Performance Group: Care of the Geriatric Patient

8.03	Ambulate with Assistive Devices	18:00
8.04	Transfer with a Mechanical Lift	2:00
		20:00

Performance Group: Treatment of Wounds

10.01	Apply Bandages and Binders	3:00
10.02	Apply Sterile Dressings	3:00
10.03	Irrigate Wounds	3:00
		9:00

Performance Group: Application of Heat and Cold

11.01	Apply Local Cold Treatments	3:30
11.02	Administer Tepid Baths	3:30
11.03	Apply Local Heat Treatments	3:30
11.04	Assist Patient with Sizt Bath	3:30
		14:00

Performance Group: Emergency Treatment

12.01	Perform Cardiopulmonary Resusciation	8:00
12.02	Control External Hemorrhage	2:30
12.03	Immobolize a Fracture	2:30
12.04	Evacuate Patients	2:30
		15:30

Performance Group: Collect Urine Specimen

15.01	Collect a Routing Urine Specimen	25:00
15.02	Collect a Clean-Catch Urine Specimen	3:30
15.03	Check Urine for Sugar, Acetone and Specific Gravity	13:00
15.07	Collect a 24-hour Urine Specimen	1:30
		43:00

Semester II Hours	183:00
First Year Hours	361:30

Exit Points

Occupational Therapy Aide	D.O.T.	355.377-010
Hospital Entrance Attendant	D.O.T.	355.677-014

Second Year

Semester III

Unit	Title	Hours:Minutes
	Performance Group: Assist with Bowel Elimination	
16.01	Given an Enema	3:00
16.02	Insert a Rectal Suppository	1:30
16.03	Collect a Stool Specimen	1:30
16.04	Remove a Fecal Impaction	1:00
		7:00
	Performance Group: Medical Office Skills	
17.01	Assist with Physical Exam	4:30
17.02	Irrigate Eyes and Ears	10:00
17.03	Clean and Sterilize Equipment	2:30
25.03	Perform Capillary Puncture	17:00
25.04	Measure Hemoglobin	2:00
		36:00
	Performance Group: Admission, Transfer and Discharge	
18.01	Receive and Admit a Patient	4:30
18.02	Transfer a Patient	1:30
18.03	Discharge a Patient	10:00
		16:00
	Performance Group: Administer Medication	
19.01	Administer Oral Medications	8:00
19.02	Administer Parenteral Medications	10:30
		18:30
	Performance Group: Give Care to the Dying Patient	
27.00	Give Post-Mortum Care	9:00

Performance Group: Give Care to a Dependent Patient

9.01	Position Dependent Patient	34:00
9.02	Assist Patient with ROM Exercises	2:30
9.03	Apply Anti-Embolic Stocking	4:30
9.04	Place Patient on Alternating Pressure Mattress	2:30
9.05	Apply Restraints	2:00
		45:30

Performance Group: Give Respiratory Care

13.01	Administer Oxygen Correctly	17:00
13.02	Assist a Patient with Breathing Exercises	2:30
13.03	Assist a Patient with Postural Drainage	2:00
13.04	Suction a Patient's Upper Respiratory Passage	2:30
13.05	Suction a Tracheostomy	2:30
13.06	Clean an Inner Cannula of a Tracheostomy	2:30
13.08	Assist with Water-Seal Drainage	2:00
		31:00

Performance Group: Give Urinary Care

15.04	Insert a Catheter into the Urinary Bladder	2:00
15.05	Irrigate the Bladder and Give Catheter Care	5:00
15.06	Remove a Retention Catheter	3:00
		10:00

Semester III Hours: 173:00

Exit Points

Psychiatric Aide	D.O.T.	355.377-014
Ward Clerk	D.O.T.	245.362-014

Semester IV

Performance Group: Give Care to Patient with a Fluid Imbalance

21.01	Measure Intake and Output	2:00
21.02	Care for Patient Receiving I.V. Therapy	2:00
21.03	Assist Patient with Fluid Imbalance	9:00
		13:00

Performance Group: Maintain Patient Chart and Records

22.01	Record Nursing Care	3:30
22.02	Transcribe Physician's Orders	4:00
22.03	Receive and Deliver Mail, Gifts and Flowers	2:30
22.04	Fill out Charge Slips	2:00
22.05	Accept and Relay Telephone Messages	2:30
22.06	Maintain Inventory	3:00
22.07	Prepare and Maintain Daily Census	2:30
22.08	Graph T.P.R.	2:30
		22:30

Performance Group: Give Care to the Orthopedic Patient

26.01	Care for Orthopedic Patient with a Cast	8:30
26.02	Apply or Remove Braces	8:30
26.03	Apply or Remove Skin Traction	3:30
26.04	Operate Turning Frame	3:30
26.05	Operate Circ-o-lectric Bed	3:30
		27:30

Performance Group: Give Care to the Surgical Patient

28.01	Give Pre-operative Skin Care	3:30
28.02	Prepare Patient for Surgery	6:00
28.03	Give Immediate Post-op Care	13:00
		22:30

Performance Group: Give Special G.I. Care

29.01	Change Colostomy Drainage Bag	9:00
29.02	Irrigate Colostomy	2:30
29.03	Care for Naso-gastric Tube	9:00
		20:30

Performance Group: Give Care to the Maternity Patient

24.01	Count and Report Fetal Heart Rate	21:00
24.02	Time Contractions	9:00
24.03	Suction Infant's Respiratory Passages	6:00
24.04	Identify Newborn	1:00
24.05	Irrigate Eyes with Silver Nitrate	3:00
24.06	Given Perineal Care to Male and Female	17:00
24.07	Administer Vaginal Irrigations and Medications	5:00
		62:00

(This performance group may interchange with the Pediatric Patient Care in Semester V.)

Semester IV Hours	168:00
Second Year Hours	341:00

Exit Points

Nurse Aide	D.O.T.	355.674-014
Orderly	D.O.T.	355.674-018
Physical Therapy Aide	D.O.T.	355.354-010
Home Attendant	D.O.T.	354.377-014

Third Year

Semester V

(Optional for advanced students. May interchange Pediatric Patient Care with Maternity Patient Care.)

Performance Group: Give Care to the Pediatric Patient

Unit	Title	Hours:Minutes
23.01	Carry Infant	3:00
23.02	Weigh and Measure Infant	3:00
23.03	Collect Urine Specimen	10:30
23.04	Give Daily Care to Newborn	4:00
23.05	Feed and Infant	2:30
20.01	Put on Sterile Gown	3:30
13.07	Set up Child-Adult Mist Tent	4:00
		30:00

Semesters V and VI may be used to provide work experience for the advanced student through DCT or other cooperative type program. Each student's program should be designed to provide supportive information relative to the specific occupation in which they are working.

Option Two: Dental Assistant

Semester I

Unit	Title	Hours:minutes
	Foundations	85:00
	Explore Career Choice	35:00
1.01	Assist the Patient to Maintain Oral Hygiene	6:00
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment and Supplies	5:00
5:03	Put on Sterile Gloves	2:00
6.02	Put on and Remove Mask	1:00
6:03	Put on and Remove Gown	1:00
7.01	Take Temperature	6:30
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
	Semester I Hours	181:30

Semester II

Unit	Title	Hours:minutes
7.04	Take Blood Pressure	5:00
12.01	Perform Cardiopulmonary Resuscitation	8:00
17.03	Clean and Sterilize Equipment	2:30
13.01	Administer Oxygen Correctly	17:00
20.01	Don Surgically Aseptic Attire	3:00
20.02	Introduction to O.R.	2:00
20.03	Pass Surgical Instruments	3:00
22.05	Accept and Relay Telephone Messages	2:30
22.06	Maintain Inventory	3:30
28.02	Prepare Patient for Surgery	6:00
28.03	Give Immediate Post-op Care	13:00
34.04	Radiation Protection	3:00
	Semester II Hours	51:00

Option Three: Medical Lab Technician

Semester I

Unit	Title	Hours:minutes
	Foundations	85:00
	Explore Career Choice	35:00
5.01	Wash Hands	6:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	1:00
15.01	Collect a Routine Urine Specimen	25:00
15.02	Collect a Clean-Catch Urine Specimen	3:00
15.03	Check Urine for Sugar and Acetone and Specific Gravity	13:00
15.07	Collect a 24-hour Urine Specimen	1:30
16.03	Collect a Stool Specimen	1:30
20.01	Don Surgically Aseptic Attire	3:00
	Semester I Hours	175:00

Option Four: Radiologic Technology

Semester I

Unit	Title	Hours:minutes
	Foundations	85:00
	Explore Career Choice	35:00
4.01	Adjust Bed to Different Positions	2:00
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment and Supplies	5:00
5.03	Put on Sterile Gloves	2:00
6.01	Prepare a Unit for Isolation	6:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	1:00
6.04	Perform Double Bagging	2:00
6.06	Transfer Isolation Patient Within Facility	1:00
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
	Semester I Hours	180:00

Semester II

Unit	Title	Hours:minutes
7.04	Take Blood Pressure	5:00
8.01	Assist to Dangle and Ambulate	5:00
8.02	Assist with Wheelchair	9:30
8.03	Ambulate with Assistive Devices	8:00
8.04	Transfer with a Mechanical Lift	2:00
8.05	Transfer Using a Stretcher	2:30
9.01	Position Dependent Patient	34:00
9.05	Apply Restraints	2:00
10.01	Apply Bandages and Binders	3:00
10.02	Apply Sterile Dressing	31:00
12.01	Perform Cardiopulmonary Resuscitation	8:00
12.02	Control External Hemorrhage	2:30
12.03	Immobilize a Fracture	2:30
12.04	Evacuate Patients	2:30
15.01	Collect a Routine Urine Specimen	25:00
16.01	Give an Enema	3:00
17.01	Assist with Physical Exam	4:30
17.03	Clean and Sterilize Equipment	2:30
19.01	Administer Oral Medications	8:00
19.02	Administer Parenteral Medications	10:30
20.01	Don Surgically Aseptic Attire	3:00
20.02	Introduction to O.R.	2:00
20.03	Pass Surgical Instruments	3:30
20.04	Drape Patient	3:30
13.01	Administer Oxygen Correctly	17:00
	Semester II Hours	181:00

Second Year

Semester III

Unit	Title	Hours:minutes
13.04	Suction a Patient's Upper Respiratory	2:30
13.05	Suction a Tracheostomy	2:30
13.08	Assist with Water-Seal Drainage	2:00
15.04	Insert a Catheter into the Urinary Bladder	2:00
15.06	Remove a Retention Catheter	3:00
21:02	Care for Patient Receiving I.V. Therapy	2:00
22.01	Record Nursing Care	3:30
22.02	Transcribe Physician's Orders	4:00
22.04	Fill Out Charge Slips	2:00
22.05	Accept and Relay Telephone Messages	2:30
22.06	Maintain Inventory	3:30
22.07	Prepare and Maintain Daily Census	2:30
23.01	Carry Infant	3:00
23.05	Feed an Infant	2:00
26.01	Care for Orthopedic Patient with a Cast	8:30
26.02	Apply or Remove Braces	8:30
26.03	Apply or Remove Skin Traction	3:30
26.04	Operate Turning Frame	3:30
26.05	Operate Circ-o-lectric Bed	3:00
28.01	Give Pre-operative Skin Care	3:30
29.01	Change Colostomy Drainage Bag	9:00
29.02	Irrigate Colostomy	2:30
29.03	Care for Naso-gastric Tube	9:00
	Semester III Hours	88:00

Option Five: Emergency Medical Technician

Semester I

Unit	Title	Hours:minutes
	Foundations	85:00
	Explore Career Choice	35:00
5.01	Wash Hands	6:00
5.03	Put on Sterile Gloves	5:00
6.02	Put on and Remove Mask	1:00
7.01	Take Temperature	6:30
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
7.04	Take Blood Pressure	5:00
8.05	Transfer Using a Stretcher	2:30
	Semester I Hours	179:30

Semester II

Unit	Title	Hours:minutes
9.05	Apply Restraints	2:00
10.01	Apply Bandages and Binders	3:00
10.02	Apply Sterile Dressings	3:00
11.01	Apply Local Cold Treatments	3:00
12.01	Perform Cardiopulmonary Resuscitation	8:00
12.02	Control External Hemorrhage	2:30
12.03	Evacuate Patients	3:30
13.01	Administer Oxygen Correctly	17:00
13.04	Suction a Patient's Upper Respiratory Passage	2:30
13.05	Suction a Tracheostomy	2:30
21.02	Care for Patient Receiving I.V. Therapy	2:00
24.01	Count and Report Fetal Heart Rate	21:00
24.02	Time Contractions	9:00
24.03	Suction Infant's Respiratory Passages	6:00
24.04	Identify Newborn	1:00
	Semester II Hours	77:00

Option Six: Respiratory Therapy Assistant

Semester I

Unit	Title	Hours:minutes
	Foundations	85:00
	Explore Career Choice	35:00
4.01	Adjust Bed to Different Positions	2:00
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment and Supplies	5:00
5.03	Put on Sterile Gloves	2:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	1:00
6.04	Perform Double Bagging	2:00
6.06	Transfer Isolation Patient Within Facility	1:00
7.01	Take Temperature	6:30
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
7.04	Take Blood Pressure	5:00
	Semester I Hours	185:00

Semester II

Unit	Title	Hours:minutes
8.01	Assist to Dangle and Ambulate	5:00
8.02	Assist with Wheelchair	9:00
8.05	Transfer Using a Stretcher	2:00
9.01	Position Dependent Patient	34:00
9.05	Apply Restraints	2:00
12.01	Perform Cardiopulmonary Resuscitation	8:00
12.04	Evacuate Patients	2:30
13.01	Administer Oxygen Correctly	17:00
13.02	Assist a Patient with Breathing Exercises	2:30
13.03	Assist Patient with Postural Drainage	2:00
13.04	Suction a Patient's Upper Respiratory Passage	2:30
13.05	Suction a Tracheostomy	2:30
13.06	Clean an Inner Cannula of a Tracheostomy	2:30
13.07	Set up Child-Adult Mist Tent	4:00
13.08	Assist with Water-Seal Drainage	2:00
17.03	Clean and Sterilize Equipment	2:00
19.01	Administer Oral Medications	8:00
21.03	Assist Patient with Fluid Imbalance	9:00
22.01	Record Nursing Care	3:30
22.02	Transcribe Physician's Orders	4:00
22.04	Fill out Charge Slips	2:00
22.06	Maintain Inventory	3:00
23.01	Carry Infant	3:00
24.03	Suction Infant's Respiratory Passages	6:00

26.04	Operate Turning Frame	3:30
26.05	Operate Circ-o-lectic Bed	3:30
28.03	Give Immediate Post-op Care	13:00
29.03	Care for Naso-gastric Tube	9:00
31.01	Clean the Occupied Unit	4:00
31.02	Clean the Discharge Unit	2:00
34.04	Radiation Protection	3:00
	Semester II Hours	179:00

Option Seven: Medical Assistant

Semester I

Unit	Title	Hours:minutes
	Foundations	85:00
	Explore Career Choice	35:00
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment and Supplies	5:00
5.03	Put on Sterile Gloves	2:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	1:00
6.04	Perform Double Bagging	2:00
7.01	Take Temperature	6:30
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
7.04	Take Blood Pressure	5:00
	Semester I Hours	182:30

Semester II

Unit	Title	Hours:minutes
8.02	Assist with a Wheelchair	9:00
8.03	Ambulate with Assistive Devices	18:00
8.05	Transfer using a Stretcher	2:00
10.01	Apply Bandages and Binders	3:00
10.02	Apply Sterile Dressings	3:00
10.03	Irrigate Wounds	3:00
11.01	Apply Local Cold Treatments	3:30
11.02	Administer Tepid Baths	3:30
11.03	Apply Local Heat Treatments	3:00
12.01	Perform Cardiopulmonary Resuscitations	8:00
12.02	Control External Hemorrhage	2:30
12.03	Immobolize a Fracture	2:30
12.04	Evacuate Patients	2:30
15.01	Collect a Routine Urine Specimen	25:00
15.02	Collect a Clean-Catch Urine Specimen	3:30
15.03	Check Urine for Sugar and Acetone and Specific Gravity	13:00
16.03	Collect a Stool Specimen	1:30
17.01	Assist with Physical Exam	4:30
17.03	Clean and Sterilize Equipment	2:30
20.04	Drape Patient	3:30
22.05	Accept and Relay Telephone Messages	2:00
22.06	Maintain Inventory	3:00
22.08	Graph T.P.R.	2:30
23.01	Carry Infant	3:00
23.02	Weigh and Measure Infant	3:00
23.03	Collect Urine Specimen	10:30
	Semester II Hours	140:30

Option Eight: Operating Room Technician

Semester I

Unit	Title	Hours:minutes
	Foundations	85:00
	Explore Career Choice	35:00
4.01	Adjust Bed to Different Positions	2:00
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment and Supplies	5:00
5.03	Put on Sterile Gloves	2:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	2:00
6.04	Perform Double Bagging	2:00
9.01	Position Dependent Patient	34:00
	Semester I Hours	174:00

Semester II

Unit	Title	Hours:minutes
12.01	Perform Cardiopulmonary Resuscitation	8:00
17.03	Clean and Sterilize Equipment	2:30
22.06	Maintain Inventory	3:00
27.00	Give Post-Mortum Care	9:00
31.04	Clean Specian Areas	3:30
	Semester II Hours	26:00

Suggested Course Outline Structure for Health Occupations

Quarter I

Unit	Title	Hours:Minutes
	Foundations	
HO 1.00	Introduction to Health Occupations	25:00
HO 2.00	Introduction to Health Care	60:00
	PVR 1.00 You, The Student	
	PVR 2.00 You, The Nurse	
	PVR 3.00 Your Patient	
	PVR 4.00 Ethical and Legal Aspects	
	PVR 5.00 Understanding Human Behavior	
	BDA 1.00 Drug Problems	
	BDA 2.00 Pharmacology	
	AP 1.00 General Plan of the Body	
	MHI 1.00 Mental Health	
	Explore Career Choice (Have each student select and explore one or more of the following Health Occupations)	35:00
	Basic Nursing Skills	
	1.01 Assist the Patient to Maintain Oral Hygiene	(6:00)
	1.02 Assist the Patient with Elimination	(5:30)
	1.03 Give the Patient a Back Rub	(5:00)
	2.01 Give Bed Bath	(5:00)
	2.02 Assist with Shower	(1:30)
	2.03 Assist with Tub Bath	(9:00)
	2.04 Dress Adult Bed Patient	(1:30)
	3.01 Shave Male	(1:30)
	3.02 Give Shampoo to Bed Patient	(1:30)
	3.03 Brush or Comb Hair	(1:00)
	3.04 Care for Nails	(2:00)
	4.01 Adjust Bed to Different Positions	(2:00)
	4.02 Make Unoccupied Bed	(5:30)
	4.03 Make an Occupied Bed	(5:30)
	30.01 Provide Fresh Drinking Water	(1:00)
	30.02 Assist Patient with Telephone	(1:00)
	30.03 Care for Patient's Flowers	(1:00)

Medical Office Skills

17.01	Assist with Physical Exam	(4:30)
17.02	Irrigate Eyes and Ears	(10.00)
17.03	Clean and Sterilize Equipment	(2:30)
25.03	Perform Capillary Puncture	(17:00)
25.04	Measure Hemoglobin	(2:00)

Surgical Technician Skills

20.01	Don Surgically Aseptic Attire	(3:00)
20.02	Introduction to O.R.	(2:00)
20.03	Pass Surgical Instruments	(3:30)
20.04	Drape Patient	(3:30)

Medical Laboratory Techniques

25.01	Use Laboratory Glassware	(4:30)
25.02	Obtain Blood from a Vein	(3:30)
25.05	Measure Hematocrit	(2:30)
25.06	Introduction to Urinalysis	(3:00)
25.07	Group Blood in ABO System	(4:00)
25.08	Perform Simple Bacteriology	(6:30)
25.09	Prepare Blood Smears	(3:30)

Dental Assisting

32.01	Dental Profession	(7:00)
32.02	Basic Dental Equipment	(3:00)
32.03	Seat and Dismiss the Patient	(4:00)
32.04	Prepare an Anesthetic Syringe	(3:30)

Radiologic Technology

34.01	Duties of the Radiologic Technologist	(3:00)
34.02	Educational Requirements of the Radiologic Technologist	(2:30)
34.03	Radiographic Equipment	(4:30)
34.04	Radiologic Protection	(3:00)
34.05	Radiologic Positioning of the Lower Leg	(4:00)

Physical Therapy

35.00	Physical Therapy Assisting	(3:30)

Optional units for students who exist before completing a specific program.

Housekeeping Aide

31.01	Clean the Occupied Unit	(4:00)
31.02	Clean the Discharge Unit	(2:00)
31.03	Clean the Occupied Isolation Unit	(3:00)
31.04	Clean Special Areas	(3:30)

The Dietary Aide

3.01	Prepare and Serve Food Tray	(4:00)

Quarter I Hours 120:00

At the end of the first quarter the student should be ready to make a career choice. The remainder of the Health Occupations Program Course Outline is laid out in the following career options.

Option One : Nursing Occupations
Option Two : Dental Assistant
Option Three: Medical Lab Technician
Option Four : Radiologic Technology
Option Five : Emergency Medical Technician
Option Six : Respiratory Therapy Assistant
Option Seven: Medical Assistant
Option Eight: Operating Room Technician

Those students choosing a career in nursing as well as those not making a choice should continue with option one. Exit points for relation occupations are listed at end of each quarter in option one as well as in graphic form in Section III of the guide.

Option One: Nursing Occupations

Quarter II

Unit	Title	Classroom hours:minutes
	Performance Group: Aseptic Techniques	
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment & Supplies	5:00
5.03	Put on Sterile Gloves	2:00
		13:00
	Performance Group: Vital Signs	
7.01	Take Temperature	6:30
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
7.04	Take Blood Pressure	5:00
		45:30
	Performance Group: Ambulating and Transporting	
8.01	Assist to Dangle and Ambulate	5:00
8.02	Assist with a Wheelchair	9:00
8.05	Transfer using a Stretcher	2:00
		16:00
	Performance Group: Nutritional Needs	
14.01	Serve Food Tray	49:00
	Quarter II Hours	123:30

Quarter III

Unit	Title	Classroom hours:minutes
	Performance Group: Nutritional Needs (cont'd)	
14.02	Feed the Patient	2:00
14.03	Administer Gavage Feeding	2:30
		4:30
	Performance Group: Isolation Technique	
6.01	Prepare a Unit for Isolation	6:00
6.02	Put On and Remove Mask	1:00
6.03	Put On and Remove Gown	1:00
6.04	Perform Double Bagging	2:00
6.05	Serve and Remove Diet Tray in Isolation	1:00
6.06	Transfer Isolation Patient Within Facility	1:00
		12:00
	Performance Group: Care of the Geriatric Patient	
8.03	Ambulate with Assistive Devices	18:00
8.04	Transfer with a Mechanical Lift	2:00
		20:00
	Performance Group: Treatment of Wounds	
10.01	Apply Bandages and Binders	3:00
10.02	Apply Sterile Derssings	3:00
10.03	Irrigate Wounds	3:00
		9:00
	Performance Group: Application of Heat and Cold	
11.01	Apply Local Cold Treatments	3:30
11.02	Administer Tepid Baths	3:30
11.03	Apply Local Heat Treatments	3:30
11.04	Assist Patient with Sizt Bath	3:30
		14:00

Performance Group: Emergency Treatment

12.01	Perform Cardiopulmonary Resusciation	8:00
12.02	Control External Hemorrhage	2:30
12.03	Immobolize a Fracture	2:30
12.04	Evacuate Patients	2:30
		15:30

Performance Group: Collect Urine Specimens

15.01	Collect a Routine Urine Specimen	25:00
15.02	Collect a Clean-Catch Urine Specimen	3:30
15.03	Check Urine for Sugar, Acetone and Specific Gravity	13:00
15.07	Collect a 24-hour Urine Specimen	1:30
		43:00

Quarter III Hours	118:30
First Year Hours	362:00

Exit Points

Occupational Therapy Aide	D.O.T.	355.374-010
Hospital Entrance Attendant	D.O.T.	355.677-014

Quarter IV

Unit	Title	Classroom hours:minutes
	Performance Group: Assist with Bowel Elimination	
16.01	Given an Enema	3:00
16.02	Insert a Rectal Suppository	1:30
16.03	Collect a Stool Specimen	1:30
16.04	Remove a Fecal Impaction	1:00
		7:00
	Performance Group: Medical Office Skills	
17.01	Assist with Physical Exam	4:30
17.02	Irrigate Eyes and Ears	10:00
17.03	Clean and Sterilize Equipment	2:30
25.03	Perform Capillary Puncture	17:00
25.04	Measure Hemoglobin	2:00
		36:00
	Performance Group: Admission, Transfer and Discharge	
18.01	Receive and Admit a Patient	4:30
18.02	Transfer a Patient	1:30
18.03	Discharge a Patient	10:00
		16:00
	Performance Group: Administer Medication	
19.01	Administer Oral Medications	8:00
19.02	Administer Parenteral Medications	10:30
		18:30
	Performance Group: Give Care to the Dying Patient	
27.00	Give Post-Mortum Care	9:00
	Performance Group: Give Care to a Dependent Patient	
9.01	Position Dependent Patient	34:00
	Quarter IV Hours	120:30

Quarter V

Unit	Title	Classroom hours:minutes
	Performance Group: Give Care to a Dependent Patient (cont'd)	
9.02	Assist Patient with ROM Exercises	2:30
9.03	Apply Anti-Embolic Stocking	4:30
9.04	Place Patient on Alternating Pressure Mattress	2:30
9.05	Apply Restraints	2:00
		11:30
	Performance Group: Give Respiratory Care	
13.01	Administer Oxygen Correctly	17:00
13.02	Assist a Patient with Breathing Exercises	2:30
13.03	Assist a Patient with Postural Drainage	2:00
13.04	Suction a Patient's Upper Respiratory Passage	2:30
13.05	Suction a Tracheostomy	2:30
13.06	Clean an Inner Cannula of a Tracheostomy	2:30
13.08	Assist with Water-Seal Drainage	2:00
		31:00
	Performance Group: Give Urinary Care	
15.04	Insert a Catheter into the Urinary Bladder	2:00
15.05	Irrigate the Bladder and Give Catheter Care	5:00
15.06	Remove a Retention Catheter	3:00
		10:00
	Performance Group: Give Care to Patient with a Fluid Imbalance	
21.01	Measure Intake and Output	2:00
21.02	Care for Patient Receiving I.V. Therapy	2:00
21.03	Assist Patient with Fluid Imbalance	9:00
		13:00

Performance Group: Maintain Patient Chart and Records

22.01	Record Nursing Care	3:30
22.02	Transcribe Physician's Orders	4:00
22.03	Receive and Deliver Mail, Gifts and Flowers	2:30
22.04	Fill out Charge Slips	2:00
22.05	Accept and Relay Telephone Messages	2:30
22.06	Maintain Inventory	3:00
22.07	Prepare and Maintain Daily Census	2:30
22.08	Graph T.P.R.	2:30
		22:30

Performance Group: Give Care to the Orthopedic Patient

26.01	Care for Orthopedic Patient with a Cast	8:30
26.02	Apply or Remove Braces	8:30
26.03	Apply or Remove Skin Traction	3:30
26.04	Operate Turning Frame	3:30
26.05	Operate Circ-o-lectic Bed	3:30
		27:30

Quarter V Hours 115:30

Exit Points

Psychiatric Aide D.O.T. 355.377-014
Ward Clerk D.O.T. 245.362-014

Quarter VI

Unit	Title	Classroom hours:minutes
	Performance Group: Give Care to the Surgical Patient	
28.01	Give Pre-operative Skin Care	3:30
28.02	Prepare Patient for Surgery	6:00
28.03	Give Immediate Post-op Care	13:00
		22:30
	Performance Group: Give Special G.I. Care	
29.01	Change Colostomy Drainage Bag	9:00
29.02	Irrigate Colostomy	2:30
29.03	Care for Naso-gastric Tube	9:00
		20:30
	Performance Group: Give Care to the Maternity Patient	
24.01	Count and Report Fetal Heart Rate	21:00
24.02	Time Contractions	9:00
24.03	Suction Infant's Respiratory Passages	6:00
24.04	Identify Newborn	1:00
24.05	Irrigate Eyes with Silver Nitrate	3:00
24.06	Give Perineal Care to Male and Female	17:00
24.07	Administer Vaginal Irrigations and Medications	5:00
		62:00

(This performance group may interchange with the Pediatric Patient Care in Quarter VII.)

Quarter VI Hours	105:00
Second Year Hours	341:00

Exit Points

Nurse Aide	D.O.T.	355.674-014
Orderly	D.O.T.	355.674-018
Home Attendant	D.O.T.	354.377-014

Quarter VII

(Optional for advanced students. May interchange Pediatric Patient Care with Maternity Patient Care.)

Unit	Title	Classroom hours:minutes
	Performance Group: Give Care to the Pediatric Patient	
23.01	Carry Infant	3:00
23.02	Weigh and Measure Infant	3:00
23.03	Collect Urine Specimen	10:30
23.04	Give Daily Care to Newborn	4:00
23.05	Feed an Infant	2:30
20.01	Put on Sterile Gown	3:30
13.07	Set up Child-Adult Mist Tent	4:00
		30:00

Quarters VII, VIII and IX may be used to provide work experience for the advanced student through DCT or other cooperative type program. Each student's program should be designed to provide supportive information relative to the specific occupation in which they are working.

Option Two: Dental Assistant

Quarter II

Unit	Title	Hours:minutes
1.01	Assist the Patient to Maintain Oral Hygiene	6:00
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment & Supplies	5:00
5.03	Put on Sterile Gloves	2:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	1:00
7.01	Take Temperature	6:30
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
7.04	Take Blood Pressure	5:00
12.01	Perform Cardiopulmonary Resuscitation	8:00
17.03	Clean and Sterilize Equipment	2:30
13.01	Administer Oxygen Correctly	17:00
20.01	Don Surgically Aseptic Attire	3:00
20.02	Introduction to O.R.	2:00
20.03	Pass Surgical Instruments	3:00
22.05	Accept and Relay Telephone Messages	2:30
22.06	Maintain Inventory	3:30
28.02	Prepare Patient for Surgery	6:00
28.03	Give Immediate Post-op Care	13:00
34.04	Radiation Protection	3:00
	Total Hours	130:50

Option Three: Medical Lab Technician

Quarter II

Unit	Title	Hours:minutes
5.01	Wash Hands	6:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	1:00
15.01	Collect a Routine Urine Specimen	25:00
15.02	Collect a Clean-Catch Urine Specimen	3:00
15.03	Check Urine for Sugar and Acetone and Specific Gravity	13:00
15.07	Collect a 24-hour Urine Specimen	1:30
16.03	Collect a Stool Specimen	1:30
20.01	Don Surgically Aseptic Attire	3:00
	Total Hours	55:00

Option Four: **Radiologic Technology**

Quarter II

Unit	Title	Hours:minutes
4.01	Adjust Bed to Different Positions	2:00
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment & Supplies	5:00
5.03	Put on Sterile Gloves	2:00
6.01	Prepare a Unit for Isolation	6:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	1:00
6.04	Perform Double Bagging	2:00
6.06	Transfer Isolation Patient Within Facility	1:00
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
7.04	Take Blood Pressure	5:00
8.01	Assist to Dangle and Ambulate	5:00
8.02	Assist with a Wheelchair	9:30
8.03	Ambulate with Assistive Devices	8:00
8.04	Transfer with a Mechanical Lift	2:00
8.05	Transfer using a Stretcher	2:30
	Total Hours	102:00

Quarter III

Unit	Title	Hours:minutes
9.01	Position Dependent Patient	34:00
9.05	Apply Restraints	2:00
10.01	Apply Bandages and Binders	3:00
10.02	Apply Sterile Dressing	31:00
12.01	Perform Cardiopulmonary Resuscitation	8:00
12.02	Control External Hemorrhage	2:30
12.03	Immobilize a Fracture	2:30
12.04	Evacuate Patients	2:30
15.01	Collect a Routine Urine Specimen	25:00
16.01	Given an Enema	3:00
17.01	Assist with Physical Exam	4:30
17.03	Clean and Sterilize Equipment	2:30
19.01	Administer Oral Medications	8:00
19.02	Administer Parenteral Medications	10:30
20.01	Don Surgically Aseptic Attire	3:00
20.02	Introduction to O.R.	2:00
20.03	Pass Surgical Instruments	3:30
20.04	Drape Patient	3:30
	Total Hours	122:00

Quarter IV

Unit	Title	Hours:minutes
13.01	Administer Oxygen Correctly	17:00
13.04	Suction a Patient's Upper Respiratory	2:30
13.05	Suction a Tracheostomy	2:30
13.08	Assist with Water-Seal Drainage	2:00
15.04	Insert a Catheter into the Urinary Bladder	2:00
15.06	Remove a Retention Catheter	3:00
21.02	Care for Patient Receiving I.V. Therapy	2:00
22.01	Record Nursing Care	3:30
22.02	Transcribe Physician's Orders	4:00
22.04	Fill out Charge Slips	2:00
22.05	Accept and Relay Telephone Messages	2:30
22.06	Maintain Inventory	3:30
22.07	Prepare and Maintain Daily Census	2:30
23.01	Carry Infant	3:00
23.05	Feed an Infant	2:00
26.01	Care for Orthopedic Patient With a Cast	8:30
26.02	Apply or Remove Braces	8:30
26.03	Apply or Remove Skin Traction	3:30
26.04	Operate Turning Frame	3:30
26.05	Operate Circ-o-lectic Bed	3:00
28.01	Give Pre-operative Skin Care	3:30
29.01	Change Colostomy Drainage Bag	9:00
29.02	Irrigate Colostomy	2:30
29.03	Care for Naso-gastric Tube	9:00
	Total Hours	105:00

Option Five: Emergency Medical Technician

Quarter II

Unit	Title	Hours:minutes
5.01	Wash Hands	6:00
5.03	Put on Sterile Gloves	5:00
6.02	Put on and Remove Mask	1:00
7.01	Take Temperature	6:30
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
7.04	Take Blood Pressure	5:00
8.05	Transfer using a Stretcher	2:30
9.05	Apply Restraints	2:00
10.01	Apply Bandages and Binders	3:00
10.02	Apply Sterile Dressings	3:00
11.01	Apply Local Cold Treatments	3:00
12.01	Perform Cardiopulmonary Resuscitation	8:00
12.02	Control External Hemorrhage	2:30
12.03	Evacuate Patients	3:30
13.01	Administer Oxygen Correctly	17:00
13.04	Suction a Patient's Upper Respiratory Passage	2:30
13.05	Suction a Tracheostomy	2:30
21.02	Care for Patient Receiving I.V. Therapy	2:00
24.01	Count and Report Fetal Heart Rate	21:00
24.02	Time Contractions	9:00
24.03	Suction Infant's Respiratory Passages	6:00
24.04	Identify Newborn	1:00
	Total Hours	136:30

Option Six: Respiratory Therapy Assistant

Quarter II

Unit	Title	Hours:minutes
4.01	Adjust Bed to Different Positions	2:00
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment & Supplise	5:00
5.03	Put on Sterile Gloves	2:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	1:00
6.04	Perform Double Bagging	2:00
6.06	Transfer Isolation Patient Within Facility	1:00
7.01	Take Temperature	6:30
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
7.04	Take Blood Pressure	5:00
8.01	Assist to Dangle and Ambulate	5:00
8.02	Assist with a Wheelchair	9:00
8.05	Transfer using a Stretcher	2:00
9.01	Position Dependent Patient	34:00
9.05	Apply Restraints	2:00
12.01	Perform Cardiopulmonary Resuscitation	8:00
	Total Hours	125:30

Quarter III

12.04	Evacuate Patients	2:30
13.01	Administer Oxygen Correctly	17:00
13.02	Assist a Patient with Breathing Exercises	2:30
13.03	Assist a Patient with Postural Drainage	2:00
13.04	Suction a Patient's Upper Respiratory Passage	2:30
13.05	Suction a Tracheostomy	2:30
13.06	Clean an Inner Cannula of a Tracheostomy	2:30
13.07	Set up Child-Adult Mist Tent	4:00
13.08	Assist with Water-Seal Drainage	2:00
17.03	Clean and Sterilize Equipment	2:00
19.01	Administer Oral Medications	8:00
21.03	Assist Patient with Fluid Imbalance	9:00
22.01	Record Nursing Care	3:30
22.02	Transcribe Physician's Orders	4:00
22.04	Fill out Charge Slips	2:00
22.06	Maintain Inventory	3:00
23.01	Carry Infant	3:00
24.03	Suction Infant's Respiratory Passages	6:00
26.04	Operate Turning Frame	3:30
26.05	Operate Circ-o-lectic Bed	3:30
28.03	Give Immediate Post-op Care	13:00

Quarter III

29.03	Care for Naso-gastric Tube	9:00
31.01	Clean the Occupied Unit	4:00
31.02	Clean the Discharge Unit	2:00
34.04	Radiation Protection	3:00
	Total Hours	119:00

Option Seven: Medical Assistant

Quarter II

Unit	Title	Hours:minutes
5.01	Wash hands	6:00
5.02	Handle Sterile Equipment & Supplies	5:00
5.03	Put on Sterile Gloves	2:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	1:00
6.04	Perform Double Bagging	2:00
7.01	Take Temperature	6:30
7.02	Take Pulse	25:00
7.03	Take Respirations	9:00
7.04	Take Blood Pressure	5:00
8.02	Assist with a Wheelchair	9:00
8.03	Ambulate with Assistive Devices	18:00
8.05	Transfer using a Stretcher	2:00
10.01	Apply Bandages and Binders	3:00
10.02	Apply Sterile Dressings	3:00
10.03	Irrigate Wounds	3:00
11.01	Apply Local Cold Treatments	3:30
11.02	Administer Tepid Baths	3:30
11.03	Apply Local Heat Treatments	3:00
	Total Hours	110:00

Quarter III

Unit	Title	Hours:minutes
12.01	Perform Cardiopulmonary Resuscitation	8:00
12.02	Control External Hemorrhage	2:30
12.03	Immobolize a Fracture	2:30
12.04	Evacuate Patients	2:30
15.01	Collect a Routine Urine Specimen	25:00
15.02	Collect a Clean-Catch Urine Specimen	3:30
15.03	Check Urine for Sugar & Acetone and Specific Gravity	13:00
16.03	Collect a Stool Speciman	1:30
17.01	Assist with Physical Exam	4:30
17.03	Clean and Sterilize Equipment	2:30
20.04	Drape Patient	3:30
22.05	Accept and Relay Telephone Messages	2:00
22.06	Maintain Inventory	3:00
22.08	Graph T.P.R.	2:30
23.01	Carry Infant	3:00
23.02	Weigh and Measure Infant	3:00
23.03	Collect Urine Specimen	10:30
	Total Hours	95:00

Option Eight: Operating Room Technician

Quarter II

Unit	Title	Hours:minutes
4.01	Adjust Bed to Different Positions	2:00
5.01	Wash Hands	6:00
5.02	Handle Sterile Equipment & Supplies	5:00
5.03	Put on Sterile Gloves	2:00
6.02	Put on and Remove Mask	1:00
6.03	Put on and Remove Gown	2:00
6.04	Perform Double Bagging	2:00
9.01	Position Dependent Patient	34:00
12.01	Perform Cardiopulmonary Resuscitation	8:00
17.03	Clean and Sterilize Equipment	2:30
22.06	Maintain Inventory	3:00
27.00	Give Post-Mortum Care	9:00
31.04	Clean Special Areas	3:30
	Total Hours	80:00

TASK/NURSING THEORY CROSS REFERENCE MATRIX

Tasks/Units	Related Nursing Theory							
	PVR	NDT	BDA	AP	NC	MN	MHI	MS
Introduction to Practical Nursing	1.00 2.00 3.00 4.00 5.00		1.00 2.00	1.00			1.00	
1.03 Give Back Rub				5.03				
2.03 Assist with Tub Bath								7.01 7.02
5.01 Wash Hands								1.01
6.01 Prepare Isolation Unit								3.00
7.01 Take Temperature								1.02
7.02 Take Pulse				3.02 3.03				9.01
7.03 Take Respiration				7.00				13.01
7.04 Take Blood Pressure								10.01
8.01 Assist to Ambulate								5.01
8.03 Assist with Assistive Device								5.02
9.01 Position Dependent Patient				4.00				15.00
9.03 Apply TED's				3.01 3.03				10.02
9.04 Use alternating Pressure Mattress								6.00
11.02 Give Tepid Bath								1.02
13.01 Administer Oxygen				7.00				13.00
13.02 Assist with Breathing Exercises								13.02
13.03 Assist a Patient with Postural Drainage								13.02
13.07 Set up Mist Tent					3.02			13.03

TASK/NURSING THEORY CROSS REFERENCE MATRIX

Tasks/Units		Related Nursing Theory							
		PVR	NDT	BDA	AP	NC	MN	MHI	MS
13.08	Assist with Water Seal Drainage								13.04
14.01	Serve Diet Tray		1.00 2.00 3.00 4.00 5.00		6.00				
15.01	Collect Routine Urine Specimen				8.01 8.02				12.00
15.03	Test Urine for Sugar & Acetone				10.00				17.00
15.05	Irrigate Catheter								18.03
17.02a	Irrigate Eyes				5.01				16.01 16.02
17.02b	Irrigate Ear				5.02				16.03 16.04
17.04	Collect Throat/ Nose Specimen								1.01 13.01 13.03
19.01	Administer Oral Medications								2.00
21.03	Care for Patient with Fluid Imbalance				11.00				7.03
23.00	Infant Care					1.00 2.00 3.00 4.00 5.00 6.00			
24.00	Maternity and Newborn Care				9.00		1.00 2.00 3.00 4.00 5.00 6.00		18.01 18.02 18.04

TASK/NURSING THEORY CROSS REFERENCE MATRIX

Tasks/Units	Related Nursing Theory							
	PVR	NDT	BDA	AP	NC	MN	MHI	MS
25.01 Recognize glassware & use safely				3.01 3.04				8.01 8.02
26.01 Care for Orthopedic Patient with a cast				2.01				14.03
26.02 Apply or remove brace				2.01 2.02				14.01 14.02
27.00 Give Post-Mortum Care								5.03 6.00
28.02 Prepare Patient for Surgery								4.01
28.03 Give Immediate Post-op Care								4.02 4.03 4.04
29.01 Change Colostomy Drainage Bag				6.01				11.01 11.03
29.03 Care for Nasogastric Tube								11.02 11.04
Give Total Patient Care			2.00					4.04 7.01 8.01 9.01 10.01 11.01 12.01 13.01 14.01 15.00 16.01 17.01
Give Care to the Mentally Ill Patient							2.00	

SECTION V

UNIT GUIDES

UNIT GUIDES

Description

In this section the tasks to be taught in each course are presented in sequential order. Each task is listed on a separate page so that it may be taken out of the guide for daily lesson planning or regrouped with other tasks to fit the individual teacher's own preference for teaching order. The task pages may be used for planning and executing group instruction or for individualized instruction. Each page in the UNIT GUIDES section contains the following information:

TASK: This is a short and concise statement of the task to be taught.

PERFORMANCE OBJECTIVE: The performance expected of the student after completing the unit is stated in stem form, without a specific statement of all conditions, equipment, and performance standard (these are listed in a criterion referenced measure in the Evaluation section of the task page).

INSTRUCTIONAL ACTIVITIES: Suggested learning activities are presented. These activities include providing information, demonstration, use of audio-visuals, and practical applications.

INSTRUCTIONAL MATERIALS: The materials that are necessary to carry out the instructional activities are listed. These include instructional units, textbooks, audio-visuals and equipment.

EVALUATION: This section contains a criterion referenced measure (where appropriate) and reference to any test items or other evaluation measures that are available to the teacher. The criterion referenced measure contains three parts--Condition, Performance and Standard.

CLASSROOM HOURS: The estimated time for completion of the instructional activities and the evaluation are indicated. This time estimate is stated in hours of classroom time. The clinical hours related to each task are listed separately. Although the clinical hours are listed for each task it is understood that these hours are normally included in a clinical practicum block during the quarter.

TASK/NURSING THEORY CROSS REFERENCE MATRIX

The Cross Reference Matrix cross references the tasks with the related nursing theory. The Nursing Theory instructional units are listed on the Unit Guide Sheets for each of the task/units. The Matrix will aid the teacher in identifying the nursing theory units as they relate to the nursing tasks.

*Indicates nursing theory required for all LPN candidates.

TASK

HO 1.00 Introduction to Health Occupations

PERFORMANCE OBJECTIVE

Provided with instruction and appropriate references, describe selected health occupations and their relation to the hospital team.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. How to use the instructional units
b. Health careers
c. Educational requirements for specific health careers
d. The health care team
e. Relationship of health team and community
f. Related vocabulary

Provide A/V On:

Individualized instruction and the hospital team

Laboratory Practice:

Have student make reports on various health occupations and their relation to the hospital team.

INSTRUCTIONAL MATERIALS

Instructional Units:

HO 1.00 Introduction to the hospital team

Textbooks:

Birchenell and Streight

A/Vs:

Georgia: a. "Introduction to Individualized Learning"
b. "Introduction to Hospital Team"

CLASSROOM HOURS 25

EVALUATION HO 1.00 (continued)

Given instruction and appropriate references, write a report on specified health occupations and relate each occupation to the hospital team. Evaluation will be based on criteria established by the instructor.

TASK

HO 2.00 Introduction to Health Care

PERFORMANCE OBJECTIVE

Provided resource material and necessary equipment, practice the steps of guidelines for patient care. Pre-procedure and post-procedural steps must be completed.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Steps required at the beginning of all patient care
b. Handwashing procedure
c. Body mechanics for health care workers
d. Basic safety and comfort measures for patients
e. Care of equipment

Provide A/V On:

Patient safety and worker safety

Laboratory Practice:

Have learner practice principles of good body mechanics; comfort and safety measures for patients and handwashing

INSTRUCTIONAL MATERIALS

Instructional Units:

a. Intro 2.00
b. AP 1.00 General plan of the body
c. PVR 1-5* Personal and vocational relationships
d. HOS 30.00 Maintain patient environment
e. BDA 1.00 - 2.00 Basic Drug Administration
f. MHI 1.00* Mental health

Textbooks:

a. HRET, Being a Nursing Aid
b. Lewis

A/Vs:

Trainex a. "Do the Sick No Harm"
b. "How to Work All Day Without Getting Hurt"

(continued on next page)

CLASSROOM HOURS

60

EVALUATION HO 2.00 (continued)

Given a hospitalized patient, the learner will begin and complete all procedures according to performance checklist HOS, Intro HO 2.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

a. Bed
b. Signal light
c. Bedside table

NOTE TO INSTRUCTOR: The nursing theory instructional units listed on this unit guide sheet may be used as a screening device to aid in identifying students who are capable of mastering the nursing theory required for Practical Nursing and other higher level health occupations.

TASK

1.01 Assist the patient to maintain oral hygiene
1.01a Assist a conscious patient to maintain oral hygiene

PERFORMANCE OBJECTIVE

Provided a conscious patient and the necessary equipment and supplies, assist the patient in maintaining oral hygiene.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Importance of oral hygiene
b. When procedure is needed
c. Steps of procedure

Provide A/V On:

Oral hygiene

Demonstration of Tasks:

By instructor or peer who has mastered the task, using mannequin or another student as the patient

Laboratory Practice:

Have learner follow procedure using a classmate as the patient.

Clinical Application:

Have learner assist a patient to maintain oral hygiene.

Related Tasks:

a. HOS 1.01b
b. HOS 1.01c

(continued on next page)

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 1.01 Assist patient with oral hygiene

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Oral Hygiene"

Equipment:

a. Toothbrush
b. Toothpaste
c. Emesis basis
d. Cup of water
e. Mouth wash

CLASSROOM HOURS 2

EVALUATION 1.01a (continued)

a. Given the necessary equipment, the learner will assist a conscious patient to maintain oral hygiene according to performance checklist HOS 1.01a and Intro HO 2.00.

b. Test questions are available in HOS Test Items, HOS 1.00.

INSTRUCTIONAL ACTIVITIES (continued)

Related Tasks:

If learner has completed either of the above, the instructional activities for 1.01a have been covered with the exception of the demonstration.

TASK

1.01 Assist the patient to maintain oral hygiene
1.01b Maintain oral hygiene for an unconscious patient

PERFORMANCE OBJECTIVE

Provided an unconscious patient and the necessary equipment, administer oral hygiene to the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Importance of oral hygiene for the unconscious patient
b. Safety precautions
c. Steps of procedure

Provide A/V On:

Oral hygiene

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using a mannequin as the patient

Laboratory Practice:

Have learner follow procedure using a mannequin as the patient.

Clinical Application:

Have learner give oral hygiene to an unconscious patient.

Related Tasks:

a. HOS 1.01a
b. HOS 1.01c

(continued on next page)

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 1.01 Assist patient with oral hygiene

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Oral Hygiene"

Equipment:

a. Cotton applications with lubricant
b. Tongue blades
c. Mouth wash
d. Emesis basin
e. Towel
f. Mannequin

CLASSROOM HOURS 2

EVALUATION 1.01b (continued)

a. Given the necessary equipment, the learner will administer oral hygiene to an unconscious patient according to performance checklists HOS 1.01b and Intro HO 2.00.

b. Test questions are available in HOS Test Items, HOS 1.02.

INSTRUCTIONAL ACTIVITIES (continued)

Related Tasks:

If the learner has completed either of the above lessons, the instructional activities for 1.01b have been completed with the exception of the demonstration.

TASK

1.01 Assist the patient to maintain oral hygiene
1.01c Assist a patient with dentures to maintain oral hygiene

PERFORMANCE OBJECTIVE

Provided a conscious patient with dentures and the necessary supplies, assist the patient to maintain oral hygiene.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Importance of oral hygiene
b. Care of dentures
c. Steps of procedure

Provide A/V On:

Oral hygiene

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using a practice denture set

Laboratory Practice:

Have learner cleanse a denture set

Clinical Application:

Have learner assist a patient who wears dentures to maintain oral hygiene.

Related Tasks:

a. HOS 1.01a
b. HOS 1.01b

(continued on next page)

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 1.01 Assist patient with oral hygiene

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Oral Hygiene"

Equipment:

a. Denture cleanser
b. Denture cup
c. Denture brush
d. Mouth wash

CLASSROOM HOURS 2

EVALUATION 1.01c (continued)

a. Given the necessary equipment, the learner will assist a conscious patient who wears dentures to maintain oral hygiene according to performance checklists Intro HO 2.00 and HOS 1.01c.

b. Test questions are available in HOS Test Items, HOS 1.03.

INSTRUCTIONAL UNITS (continued)

Related Tasks:

If learner has completed either of the above lessons, the instructional activities for 1.01c have been completed with the exception of the demonstration.

TASK

1.02 Assist the patient with elimination
1.02a Assist with bedside commode

PERFORMANCE OBJECTIVE

Provided a patient, a bedside commode and the necessary supplies, assist the patient to use bedside commode.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 8.01 Assist to ambulate

Provide Information On:

a. When a bedside commode is used
b. Safety factors
c. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using another student as the patient.

Laboratory Practice:

Have learner follow the procedure using a classmate as the patient.

Clinical Application:

Have learner assist a patient to use a bedside commode.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 1.02 Assist patient with elimination

Textbooks:

Lewis

A/Vs:

Trainex, "Assisting Your Patient with Elimination"

Equipment:

a. Bedside commode
b. Tissue

CLASSROOM HOURS

2

EVALUATION 1.02a (continued)

Given the necessary equipment, the learner will assist a patient with elimination by provided assistance to use a bedside commode according to performance checklists HOS 1.02a and Intro HO 2.00.

TASK

1.02 Assist the patient with elimination
1.02b Assist with bedpan

PERFORMANCE OBJECTIVE

Provided a bed patient and the necessary equipment assist the patient in using a bedpan.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Use of bedpan
b. Safety precautions
c. Steps of procedure

Provide A/V On:

Assisting with bedpan

Demonstration of Tasks:

By instructor or a peer who has mastered task, using a mannequin or another student as the patient.

Laboratory Practice:

Have learner follow the procedure using a classmate as the patient.

Clinical Application:

Have learner assist a patient to use a bedpan.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 1.02 Assist patient with elimination

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Assisting Your Patient with Elimination"

Equipment:

a. Bedpan and cover
b. Tissue
c. Wash cloth
d. Towel
e. Basin of warm water
f. Soap

CLASSROOM HOURS 2

EVALUATION 1.02b (continued)

Given the necessary equipment, the learner will assist a patient to use a bedpan according to performance checklists HOS 1.02b and Intro HO 2.00.

TASK

1.02 Assist the patient with elimination
1.02c Assist with urinal

PERFORMANCE OBJECTIVE

Provided a male patient and the necessary equipment, assist the patient to use a urinal.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 1.02b Assist with bedpan

Provide Information On:

a. Use of urinal
b. Steps of procedure

Provide A/V On:

Assisting with urinal

Demonstration of Tasks:

By instructor or peer who has mastered the task, using a mannequin as the patient

Clinical Application:

Have learner assist a patient to use a urinal.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 1.02 Assist patient with elimination

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Assisting Your Patient with Elimination"

Equipment:

a. Urinal and cover
b. Basin of warm water
c. Wash cloth
d. Soap
e. Towel
f. Mannequin

CLASSROOM HOURS

1 hr.
30 min.

EVALUATION 1.02c (continued)

Given a patient and the necessary equipment, the learner will assist the patient to use a urinal according to performance checklists Intro HO 2.00 and HOS 1.02c.

TASK

1.03 Give back rub

PERFORMANCE OBJECTIVE

Provided a patient and the necessary supplies, administer a back rub.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Reason for back rub
b. Anatomy of skin*
c. Patients who require special skin care*
d. Decubitus ulcer
e. Steps of procedure

Provide A/V On:

a. Procedure
b. Decubiti care

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using a mannequin or another student as the patient

Laboratory Practice:

Have learner follow the procedure using a classmate as the patient.

Clinical Application:

Have learner give a back rub to a patient.

(continued on next page)

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 1.03 Give back rub
b. AP 5.03* Anatomy of skin

Textbooks:

a. Hornemann
b. Lewis
c. Thompson and Rosdahl

A/Vs:

Trainex:
  a. "Bed Bath"
  b. "Prevention and Treatment of Decubiti"

Equipment:

a. Lotion
b. Alcohol
c. Mannequin

CLASSROOM HOURS

5

EVALUATION 1.03 (continued)

a. Learner will administer a back rub according to performance checklists Intro HO 2.00 and HOS 1.03.

b. Test questions are available in HOS Test Items, HOS 1.03 and All Other Test Items, AP 1.04*.

INSTRUCTIONAL ACTIVITIES (continued)

Related Tasks:

a. 3.01 Give bed bath
If learner has completed the above task only a demonstration of this procedure may be necessary.

b. 9.04 Assist with alternating pressure mattress
Completion of the above task should follow giving a back rub.

TASK

2.01 Give a bed bath

PERFORMANCE OBJECTIVE

Provided a bed patient and the necessary supplies, give a complete bed bath to the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Importance of bath
b. Anatomy of skin*
c. Special precautions
d. Procedure for complete bath

Provide A/V On:

Bed bath

Demonstration of Tasks:

By instructor or peer who has mastered task, using a mannequin as the patient

Laboratory Practice:

Have learner practice giving bed bath using a mannequin.

Clinical Application:

Have learner administer a complete bath to a bed patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 2.01 Give a bed bath
b. AP 5.03* Anatomy of skin

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Bed Bath"

Equipment:

a. Bath blanket
b. Towels
c. Wash cloth
d. Soap and dish
e. Basin
f. Gown
g. Mannequin

CLASSROOM HOURS

5

EVALUATION 2.01 (continued)

a. Given the necessary equipment, the learner will administer a complete bath to a patient confined to bed, according to performance checklists Intro HO 2.00 and HOS 2.00.

b. Test questions are available in HOS Test Items, HOS 2.01 and All Other Test Items, AP 1.04*.

TASK

2.02 Assist with shower

PERFORMANCE OBJECTIVE

Provided a patient, shower facilities and necessary equipment, assist a patient to bath in a shower

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Safety precautions
b Steps of procedure

Provide A/V or Demonstration On:

Assisting with shower

Clinical Application:

Have learner assist a patient to take a bath in a shower.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 2.02 Assist with shower

A/Vs:

Trainex, "Showers and Tub Baths"

Equipment:

a. Shower
b. "Occupied" sign
c. Mats
d. Soap
e. Towels and wash cloth

CLASSROOM HOURS 1 hr. 30 min.

EVALUATION 2.02 (continued)

a. Given a patient and the necessary equipment, the learner will assist the patient to bath in a shower, completing the steps of performance checklist HOS 2.02.

b. Test questions are available in HOS Test Items, HOS 2.02.

TASK

2.03 Assist with tub bath

PERFORMANCE OBJECTIVE

Provided a patient and the necessary equipment, assist a patient in a tub.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 2.01 Bed bath

Provide Demonstration On:

a. Safety precautions
b. Patients who require special baths*
c. Steps of procedure

Provide A/V On:

Assisting with tub bath

Clinical Application:

Have learner assist a patient take a tub bath.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 2.03 Assist with tub bath
b. MS 7.01* Diagnosis and treatment of skin conditions
c. MS 7.02 Disorder of the skin

Textbooks:

Hornemann

A/Vs:

Trainex, "Shower and Tub Baths"

Equipment:

a. "Occupied" sign
b. Bathroom with tub
c. Wash basin
d. Soap
e. Towel

CLASSROOM HOURS

9

EVALUATION 2.03 (continued)

a. Learner will assist a patient with a tub bath, completing the steps of performance checklist HOS 2.03.

b. Test questions are available in HOS Test Items, HOS 2.03 and All Other Test Items, MS 7.00.

TASK

2.04 Dress adult bed patient

PERFORMANCE OBJECTIVE

Provided an adult bed patient, remove the patient's soiled garments and put on clean ones without causing discomfort to the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Safety and comfort measuring
b. Steps of procedure

Demonstration of Tasks:

By instructor, or a peer who has mastered the task using another student as the patient.

Laboratory Practice:

Have learner practice dressing an adult bed patient using a classmate as the patient.

Clinical Application:

Have learner dress an adult bed patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 2.04 Dress adult bed patient

Textbooks:

Hornemann

Equipment:

a. Patient gown or pajamas
b. Socks (optional)

CLASSROOM HOURS

1 hr.
30 min.

EVALUATION 2.04 (continued)

a. Given an adult patient wearing soiled garments and replace with clean ones according to the performance checklists intro HO 2.00 and HOS 2.04.

b. Test questions are available from HOS Test Items, HOS 2.04.

TASK

3.01 Shave a male patient

PERFORMANCE OBJECTIVE

Provided a male patient who is unable to shave himself and the necessary supplies, shave the patient's face without causing injury or discomfort.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Safety and comfort measures
b. Steps of procedure

Demonstration of Task

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice steps of the procedure using a mannequin as the patient.

Clinical Application:

Have learner shave a male patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 3.01 Shave a male patient

Textbooks:

Thompson and Rosdahl

A/Vs:

Trainex, "Bed Bath"

Equipment:

a. Basin of hot water
b. Shaving brush
c. Razor
d. Shaving soap or cream
e. After shave lotion
f. Wash cloth
g. Towel
h. Mannequin

CLASSROOM HOURS 1 hr. 30 min.

EVALUATION 3.01 (continued)

a. Given a male patient unable to shave himself, the learner will shave the patient's face according to the performance checklists Intro HO 2.00 and HOS 3.01.

b. Test questions are available in HOS Test Items, HOS 3.00.

TASK

3.02 Give shampoo to a bed patient

PERFORMANCE OBJECTIVE

Provided a bed patient, with the physician's orders, the necessary supplies and equipment, shampoo the patient's hair.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Reasons for shampooing
b. Safety and comfort measures
c. Steps of procedure

Demonstration of Tasks:

By instructor or peer who has mastered the task, using a mannequin as the patient

Laboratory Practice:

Have learner practice procedure using a mannequin or a classmate as the patient.

Clinical Application:

Have learner give a shampoo to a bed patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 3.01 Give a shampoo to a bed patient

Textbooks:

Thompson and Rosdahl

Equipment:

a. Chair
b. Bath blanket
c. Plastic sheet
d. Rubber or plastic trough
e. Large pitcher
f. Small pitcher
g. Shampoo
h. Towels
i. Pail
j. Mannequin

CLASSROOM HOURS 1 hr. 30 min.

EVALUATION 3.02 (continued)

a. Given a bed patient, physician's orders and necessary equipment, learner will shampoo the patient's hair according to performance checklist HOS 3.02.

b. Test questions are available in HOS Test Items, HOS 3.02.

TASK

3.03 Brush or comb hair

PERFORMANCE OBJECTIVE

Provided a patient and the necessary equipment, brush or comb the patient's hair.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Importance of care of hair
b. Safety factors
c. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using another student as the patient

Clinical Application:

Have learner brush or comb a patient's hair.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 3.03 Brush or comb hair

Textbooks:

a. Hornemann
b. Lewis

Equipment:

a. Comb
b. Brush
c. Towel

CLASSROOM HOURS 1

EVALUATION 3.03 (continued)

a. Given the necessary equipment, the learner will comb or brush a patient's hair according to performance checklists.

b. Test questions are available in HOS Test Items, HOS 3.03.

TASK

3.04 Give nail care

PERFORMANCE OBJECTIVE

Provided a patient and the necessary equipment, clean and trim the fingernails and toenails of the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Why nail care is important
b. Safety precautions
c. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the tasks, using another student as the patient

Laboratory Practice:

Have learner practice steps of the procedure using a classmate as the patient.

Clinical Application:

Have learner clean and trim a patient's nails.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 3.04 Give nail care

Textbooks:

a. Lewis
b. Thompson and Rosdahl

Equipment:

a. Basin of warm water
b. Soap
c. Towel
d. Nail brush
e. Manicure scissors
f. Emery board
g. Orange stick

CLASSROOM HOURS

2

EVALUATION 3.04 (continued)

a. Given the necessary equipment, the learner will clean and trim a patient's fingernails and toenails.

b. Test questions are available in HOS Test Items, HOS 3.04.

TASK

4.01 Adjust bed and siderails

PERFORMANCE OBJECTIVE

Given a hospital bed with siderails, adjust the bed to the six positions used in patient care and put the siderails in place to provide patient safety.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro Ho 2.00

Provide Information On:

a. Types of bed positions
b. When the positions are required
c. Use of siderails
d. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice adjusting a bed and siderails.

Clinical Application:

Have learner adjust a bed and siderails for a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 4.01 Adjust bed

Textbooks:

a. HRET, Being a Nursing Aide
b. Wood and Rambo

Equipment:

a. Hospital bed
b. Siderails

CLASSROOM HOURS 2

EVALUATION 4.01 (continued)

a. Given the necessary equipment, the learner will adjust the hospital bed to the six positions indicated in the resources and will position the siderails to provide safety to the patient.

b. Test questions are available in HOS Test Items, HOS 4.00.

TASK

4.02 Make an unoccupied, surgical or open bed

PERFORMANCE OBJECTIVE

Provided a hospital bed and linens, make an unoccupied, surgical and open bed.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 4.01 Adjust beds

Provide Information On:

a. Reasons for different types of bedmaking
b. Safety precautions
c. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice steps of the procedure using laboratory equipment.

Clinical Application:

Have learner make an unoccupied, surgical and open bed in the clinical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 4.02 Make unoccupied beds

Textbooks:

a. Hornemann
b. Lewis

Equipment:

a. 2 sheets
b. Drawsheet
c. Plastic drawsheet (optional)
d. Pillowcase
e. Mattress pad (optional)
f. Hospital bed

CLASSROOM HOURS

5 hrs.
30 min.

EVALUATION 4.02 (continued)

a. Given the necessary equipment, the learner will make an unoccupied, surgical or open bed according to performance checklists Intro HO 2.00 and HOS 4.02.

b. Test questions are available in HOS Test Items, HOS 4.00.

TASK

4.03 Make an unoccupied bed

PERFORMANCE OBJECTIVE

Provided a patient on complete bedrest and hospital linens, make a hospital bed that is occupied.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 4.01 Adjust beds
c. 4.02 Make unoccupied beds

Provide Information On:

Occupied bedmaking

Demonstration of Tasks:

By instructor or peer who has mastered the task using another student at the patient

Laboratory Practice:

Have learner practice steps of the procedure using a classmate as the patient.

Clinical Application:

Have learner make a hospital bed of a patient on complete bed rest.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 4.03 Make occupied bed

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex "Occupied Bedmaking"

Equipment:

a. 2 sheets
b. Drawsheet
c. Pillowcase
d. Laundry hamper
e. Hospital bed

CLASSROOM HOURS 5 hrs. 30 min.

EVALUATION 4.03 (continued)

a. Given a patient on complete bedrest and the necessary supplies and equipment, make the hospital bed according to performance checklists Intro HO 2.00 and HOS 4.03.

b. Test questions are available in HOS Test Items, HOS 4.04.

TASK

5.01 Wash hands

PERFORMANCE OBJECTIVE

Provided handwashing facilities and the necessary supplies, wash your hands.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Definition of asepsis
b. How pathogens are spread
c. Portals of entry of pathogens
d. Body's response to disease*
e. Steps of handwashing procedure
f. When procedures must be used

Provide A/V On:

Handwashing

Demonstration of Tasks:

By instructor or a peer who has mastered task

Clinical Application:

Have learner wash hands in clinical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 5.01 Wash hands
b. MS 1.01* Causes of disease

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Medical Asepsis"

Equipment:

a. Sink with running water
b. Soap
c. Paper towels
d. Waste can
e. Lotion (optional)

CLASSROOM HOURS 6

EVALUATION 5.01 (continued)

a. Given the necessary equipment, the learner will complete the handwashing procedure according to performance checklist HOS 5.01.

b. Test questions are available in HOS Test Items, HOS 5.01 and MS 1.00*.

TASK

5.02 Handle sterile equipment and supplies

PERFORMANCE OBJECTIVE

Provided sterile equipment and supplies, handle the sterile items without contamination.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.01 Wash hands

Provide Information On:

a. Surgical asepsis
b. How contamination occurs
c. Procedure for opening sterile packs
d. Procedure for using transfer forceps
e. Procedure for pouring sterile solutions

Provide A/V On:

Sterile technique

Demonstration of Tasks:

By instructor or peer who has mastered the task

Laboratory Practice:

Have learner practice procedures in the laboratory.

Clinical Application:

Have learner use sterile technique in clerical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 5.02 Handle sterile equipment

Textbooks:

a. Broadwell
b. Lewis

A/Vs:

Trainex, "Sterile Technique and Dressing Change"

Equipment:

a. Sterile package (needle, catheter, etc.)
b. Wrapped sterile tray
c. Transfer forceps
d. Sterile solution
e. Sterile towels
f. Mayo stand (optional)

CLASSROOM HOURS

EVALUATION 5.02 (continued)

a. Given the necessary equipment, the learner will handle sterile equipment and supplies according to performance checklist HOS 5.02.

b. Test questions are available in HOS Test Items, HOS 5.02.

TASK

5.03 Put on sterile gloves

PERFORMANCE OBJECTIVE

Given a pack of sterile gloves, don them without contamination.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.01 Wash hands
c. 5.02 Handle sterile equipment

Provide Information On:

a. When sterile gloves are required
b. Procedure for donning

Provide A/V On:

Donning sterile gloves

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice steps of the procedure.

Clinical Application:

Have learner don sterile gloves in clinical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 5.03 Put on sterile gloves

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex a. "Sterile Technique and Dressing Change"
b. "Medical Asepsis"

Equipment:

Package of sterile gloves

CLASSROOM HOURS 2

EVALUATION 5.03 (continued)

a. Given a pack of sterile gloves, the learner will don them according to performance checklist HOS 5.03.

b. Test questions are available from HOS Test Items HOS 5.03.

TASK

6.01 Prepare a unit for isolation

PERFORMANCE OBJECTIVE

Provided an area designated as an isolation unit, physician's orders and necessary equipment, set up an isolation unit for patient occupancy.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.01 Wash hands

Provide Information On:

a. Purpose of isolation
b. Types of isolation
c. Types of communicable diseases*
d. Causes and treatment of communicable diseases*
e. Steps of procedure

Provide A/V On:

Isolation technique

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner set up an isolation unit in the clinical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 6.01 Prepare isolation unit
b. MS 3.00* Communicable diseases

Textbooks:

a. Lewis
b. Wood and Rambo

A/Vs:

Trainex, "Principles of Isolation Technique"

Equipment:

a. Sign
b. Gowns
c. Masks
d. Isolation bags
e. Laundry hamper

(continued on next page)

CLASSROOM HOURS

6

EVALUATION 6.01 (continued)

a. Given a designated area, physician's orders, and necessary equipment, prepare an isolation unit for a patient according to performance checklist HOS 6.01.

b. Test questions are available from HOS Test Items, HOS 6.00 and All Other Test Items, MS 3.00*.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

f. Plastic bag for waste can
g. Plastic mattress and pillow cover
h. Box for waste
i. Soap

TASK

6.02 Put on and remove mask

PERFORMANCE OBJECTIVE

Provided masks for isolation, don and remove a mask.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.01 Wash hands
c. 6.01 Prepare isolation unit

Provide Information On:

a. Purpose of mask
b. When it is required
c. Steps of procedure

Provide A/V On:

Using a mask for isolation

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice the procedure in laboratory.

Clinical Application:

Have learner don and remove a mask for isolation purposes.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 6.02 Put on and remove mask

Textbooks:

a. Lewis
b. Wood and Rambo

A/Vs:

Trainex, "Principles of Isolation Technique"

Equipment:

Mask

CLASSROOM HOURS 1

EVALUATION 6.02 (continued)

a. Given an isolation setting, the learner will don and remove a mask according to performance checklist HOS 6.02.

b. Test items are available from Health Occupations Test Items HOS 6.02.

TASK

6.03 Put on and remove gown

PERFORMANCE OBJECTIVE

Provided a gown for isolation purposes, don and remove the gown.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.01 Wash hands
c. 6.01 Prepare isolation unit

Provide Information On:

a. Purpose of gown
b. When gown is used
c. Steps of procedure

Provide A/V On:

Donning gown for isolation

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice the procedure on the laboratory.

Clinical Application:

Have learner perform task in clinical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 6.03 Put on and remove gown

Textbooks:

a. Lewis
b. Wood and Rambo

A/Vs:

Trainex, "Principles of Isolation Technique"

Equipment:

Gown

CLASSROOM HOURS

1

EVALUATION 6.03 (continued)

a. Given an isolation setting and necessary equipment, learner will don and remove a gown according to performance checklist HOS 6.03.

b. Test questions are available from Health Occupations Test Items HOS 6.03.

TASK

6.04 Double-bag isolation articles

PERFORMANCE OBJECTIVE

Provided an isolation setting, the necessary equipment and supplies, double-bag articles being removed from the isolation area.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.01 Wash hands
c. 6.01 Prepare isolation unit

Provide Information On:

a. Purpose of double-bagging
b. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice the procedure in the laboratory.

Clinical Application:

Have learner perform task in clinical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 6.04 Double-bagging.

Textbooks:

a. Lewis
b. Wood and Rambo

A/Vs:

Trainex, "Principles of Isolation Technique"

Equipment:

a. Plastic bag or laundry bag
b. Marking pen or bag
c. Gown
d. Mask
e. Partner

CLASSROOM HOURS

2

EVALUATION 6.04 (continued)

a. Given an isolation setting, the necessary equipment and supplies, the learner will double-bag contaminated articles according to performance checklist HOS 6.04.

b. Test items are available from Health Occupations Test Items, HOS 6.04.

TASK

6.05 Serve and remove diet tray in isolation

PERFORMANCE OBJECTIVE

Provided a patient in isolation, a food tray and the necessary supplies, serve and remove patient's food tray.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 6.01 Prepare isolation unit
c. 6.04 Double-bagging

Provide Information On:

a. Why food trays need special care
b. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice the procedure in the laboratory.

Clinical Application:

Have learner serve diet tray to a patient in isolation.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 6.05 Serve diet tray in isolation

Textbooks:

Wood and Rambo

Equipment:

a. Food tray
b. Double-bag supplies
c. Gown
d. Mask
e. Partner

CLASSROOM HOURS

1

EVALUATION 6.05 (continued)

a. Given a patient in isolation and necessary equipment, the learner will serve and remove the patient's diet tray according to performance checklist HOS 6.05.

b. Test questions for double-bagging task 6.04 are appropriate for testing this task.

TASK

6.06 Transfer isolation patient within facility

PERFORMANCE OBJECTIVE

Provided a patient in isolation, physician's orders and the necessary equipment, transfer the patient to designated area.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 6.01 Prepare isolation unit
c. 8.01 Assist with ambulation
d. 8.05 Assist with wheelchair

Provide Information On:

a. Reason for transfer
b. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task using a mannequin or another student as the patient

Laboratory Practice:

Have learner practice the procedure using a mannequin or classmate as the patient.

Clinical Application:

Have learner transfer a patient in isolation.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 6.06 Transfer isolation patient

Textbooks:

Wood and Rambo

Equipment:

a. Sheet
b. Blanket
c. Mask
d. Wheelchair/stretcher
e. Germicide solution
f. Mannequin

CLASSROOM HOURS 1

EVALUATION 6.06 (continued)

a. Given a patient in isolation, physician's orders and the necessary equipment, the learner will transfer the patient to a designated area according to performance checklist HOS 6.06.

b. Test questions are available from Health Occupations Test Items HOS 6.06.

TASK

7.01 Take temperature

PERFORMANCE OBJECTIVE

Provided a patient and the necessary equipment, take the patient's oral, acillary and/or rectal temperature.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Normal body temperature
b. Causes of elevated temperature*
c. How to read a thermometer
d. Safety precautions
e. Steps of procedure
f. Ways to insure correct reading

Provide A/V On:

Measuring body temperature

Demonstration of Tasks:

Measure body temperature

Laboratory Practice:

Have learner take temperature readings from weather and bath thermometers; have learner practice taking oral temperature of several classmates; and have learner practice axillary and rectal measurements using a mannequin.

Clinical Application:

Have learner take an oral, axillary and rectal temperature of a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 7.01 Take temperature
b. MS 1.02* Body's response to disease

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Temperature, Pulse and Respiration"

Equipment:

a. Thermometers: weather, bath, clinical: rectal, oral, safety
b. Containers for clinical thermometers
c. Pen and pad

CLASSROOM HOURS

6 hrs.
30 min.

EVALUATION 7.01 (continued)

a. Given a patient and the necessary equipment, the learner will measure body temperature according to the performance checklists Intro HO 2.00 and HOS 7.01.

b. Test questions are available from HOS Test Items HOS 7.00 and All Other Test Items, MS 1.02*.

TASK

7.02 Take pulse

PERFORMANCE OBJECTIVE

Provided a patient and the necessary equipment, determine the rate, volume and rhythm of the patient's pulse.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Anatomy of heart and vessels*
b. Definition of pulse rate, strength, and rhythm
c. Normal rates for adults and children
d. Types of irregularities
e. Causes of arrhythmias*
f. Steps of procedure

Provide A/V On:

Taking pulse

Demonstration of Tasks:

Taking pulse

Laboratory Practice:

Have learner practice taking pulse of classmates.

Clinical Application:

Have learner take a patient's pulse.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 7.02 Take pulse
b. AP 3.02* Heart
c. AP 3.03* Blood vessels and circulation
d. MS 9.00* Cardiac conditions

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Temperature, Pulse and Respiration"

Equipment:

a. Watch with second hand
b. Pen and pad
c. Stethoscope

CLASSROOM HOURS

25

EVALUATION 7.02 (continued)

a. Given a patient and the necessary equipment, the learner will determine the rate, volumn and rhythm of the patient's pulse according to performance checklist Intro HO 2.00 and HOS 7.02.

b. Test questions are available in HOS Test Items HOS 7.02 and All Other Test Items, AP 3.02*, 3.03*, MS 9.00*.

TASK

7.03 Take respiration

PERFORMANCE OBJECTIVE

Provided a patient and the necessary equipment, determine the rate and character of a patient's respiration.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Anatomy of respiratory system*
b. Definition of respiration
c. Type of respirations
d. Normal rates
e. Causes of abnormalities*
f. Equipment
g. Steps of procedure

Provide A/V On:

Taking respiration

Demonstration of Tasks:

Taking respiration

Laboratory Practice:

Have learner practice taking respirations of classmates.

Clinical Application:

Have learner take a patient's respiration.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 7.03 Take respirations
b. AP 7.00 Respiratory system
c. MS 13.01* Overview of respiratory conditions

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Temperature, Pulse and Respiration"

Equipment:

a. Watch with second hand
b. Pen and pad

CLASSROOM HOURS

9

EVALUATION 7.03 (continued)

a. Given a patient and the necessary equipment, the learner will take the respirations of the patient according to performance checklist HOS 7.03.

b. Test questions are available in HOS Test Items HOS 7.03 and All Other Test Items, AP 7.00*, MS 13.00*.

TASK

7.04 Take blood pressure

PERFORMANCE OBJECTIVE

Provided a patient and the necessary equipment, take a patient's blood pressure.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 7.02 Take pulse

Provide Information On:

a. Definition of blood pressure
b. Normal ranges of blood pressure
c. Causes of abnormalities*
d. Equipment used
e. Steps of procedure

Provide A/V On:

Taking blood pressure

Demonstration of Tasks:

By instructor or peer who has mastered the task

Laboratory Practice:

Have learner take the blood pressure of classmates with the instructor monitoring with a teaching stethoscope.

Clinical Application:

Have learner take a patient's blood pressure.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 7.04 Take pulse
b. MS 10.01* Conditions of arteries

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Blood Pressure"

Equipment:

a. Sphygmomanometer
b. Stethoscope
c. Teaching stethoscope
d. Pen and pad

CLASSROOM HOURS 5

EVALUATION 7.04 (continued)

a. Given a patient and the necessary equipment, take the patient's blood pressure according to performance checklists Intro HO 2.00 and HOS 7.04.

b. Test questions are available in HOS Test Items HOS 7.04 and All Other Test Items, MS 10.01*.

TASK 8.01 Assist to dangle and ambulate

PERFORMANCE OBJECTIVE Provided a bed patient, and physician's orders assist the patient to dangle and ambulate.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Need for ambulation
b. Patients who require special assistance*
  1. Chronically ill
  2. Geriatric patient
c. Safety precautions
d. Steps of procedures

Demonstration of Tasks:

By instructor or peer who has mastered the task

Laboratory Practice:

Have learner practice the task using a classmate as the patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 8.01 Assist to ambulate
b. MS 5.01* Chronically ill patient

Textbooks:

a. Hornemann
b. Lewis

Equipment:

a. Foot stool
b. Patient robe
c. Patient slippers

CLASSROOM HOURS 5

EVALUATION 8.01 (continued)

a. Given a bed patient, physician's orders and the necessary equipment, the learner will assist the patient to dangle and ambulate according to performance checklists Intro HO 2.00 and HOS 8.01.

b. Test questions are available in HOS Test Items HOS 8.00 and All Other Test Items, *MS 5.00.

TASK

8.02 Assist patient into a wheelchair

PERFORMANCE OBJECTIVE

Provided a patient and the necessary equipment, assist a patient from the bed into the wheelchair.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 8.01 Assist to dangle and ambulate

Provide Information On:

a. How to operate wheelchair
b. Safety precautions
c. Steps of procedure

Provide A/V On:

Use of wheelchair

Demonstration of Tasks:

By instructor or peer who has mastered the task

Laboratory Practice:

Have learner practice operating wheelchair and with a classmate as the patient practice the task.

Clinical Application:

Have learner assist a patient into a wheelchair.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 8.02 Assist with wheelchair

Textbooks:

a. Hornemann
b. Wood and Rambo

A/Vs:

Trainex, "Transfer Activities and Ambulating"

Equipment:

a. Wheelchair
b. Patient robe
c. Patient slippers
d. Footstool
e. Blanket (optional)

CLASSROOM HOURS

9

EVALUATION 8.02 (continued)

a. Given a patient and the necessary equipment, assist a patient from bed into a wheelchair according to performance checklist HOS 8.02.

b. Test questions are available in HOS Test Items HOS 8.00.

TASK

8.03 Assist to ambulate using assistive devices

PERFORMANCE OBJECTIVE

Provided a patient who requires assistance to ambulate, physician's orders and the necessary equipment, help patient to use assistive device.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 8.01 Assist to dangle and ambulate

Provide Information On:

a. Types of assistive devices
b. Safety factors for each device
c. The geriatric patient*
d. Procedure for using each device

Provide A/V On:

Use of assistive devices

Demonstration of Tasks:

Use of assistive devices

Laboratory Practice:

Have learner practice the procedures using a classmate as the patient.

Clinical Application:

Have the learner help a patient ambulate using assistive devices.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 8.03 Assist with assistive devices
b. MS 5.02* Geriatric patient

Textbooks:

a. Broadwell and Milutinovia
b. Lewis

A/Vs:

Trainex, "Teaching Crutch Walking"

Equipment:

a. Pair of crutches
b. Walker
c. Cane

CLASSROOM HOURS 18

EVALUATION 8.03 (continued)

a. Given a patient who needs assistance walking, physician's orders and the necessary equipment, the learner will assist the patient in using assistive devices according to performance checklist HOS 8.03.

b. Test questions are available in HOS Test Items HOS 8.00 and All Other Test Items, *MS 5.00.

TASK

8.04 Transfer a patient using a mechanical lift

PERFORMANCE OBJECTIVE

Provided a bed patient, a mechanical lift and a co-worker's assistance, transfer the patient from bed to wheelchair.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 8.03 Assist with assistive devices

Provide Information On:

a. Mechanical lift
b. When it is used
c. How to operate it
d. Steps of procedure

Provide A/V On:

Use of mechanical lift

Demonstration of Tasks:

Use of mechanical lift

Laboratory Practice:

Have learner practice task using a classmate as the patient.

Clinical Application:

Have learner transfer a patient from bed to wheelchair using a mechanical lift.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 8.04 Transfer using a mechanical lift

Textbooks:

Wood and Rambo

A/V:

Trainex, "Use of Patient Lifters"

Equipment:

a. Wheelchair
b. Mechanical lift
c. Co-worker

CLASSROOM HOURS 2

EVALUATION 8.04 (continued)

a. Given a bed patient, a co-worker and the necessary equipment, the learner will transfer a patient from bed to wheelchair using a mechanical lift according to performance checklist HOS 8.04.

b. Test questions are available in HOS Test Items HOS 8.00.

TASK

8.05 Transfer patient from bed to stretcher

PERFORMANCE OBJECTIVE

Provided a bed patient, stretcher, co-workers and the necessary equipment, tranfer the patient from the bed to stretcher.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Types of transfer to stretcher
b. Safety precautions
c. Steps of procedure

Provide A/V On:

Moving patient from bed to stretcher

Demonstration of Tasks:

Moving patient from bed to stretcher

Laboratory Practice:

Have student practice the task using classmates as the co-workers and the patient.

Clinical Application:

Have learner transfer a patient from the bed to a stretcher.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 8.05 Transfer to stretcher

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Lifting and Moving Patients"

Equipment:

a. Stretcher
b. Draw sheet
c. Co-workers

CLASSROOM HOURS 2

EVALUATION 8.05 (continued)

a. Given a bed patient, co-workers and the necessary equipment, the learner will transfer a patient from the bed to a stretcher, according to performance checklists Intro HO 2.00 and HOS 8.05.

b. Test questions are available from HOS Test Items, HOS 8.00.

TASK

9.01 Position a dependent patient
9.01a Position a dependent patient using positioning devices

PERFORMANCE OBJECTIVE

Provided a dependent patient and the necessary equipment, position a patient in bed to prevent disuse and/or misuse injuries.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Types of patients who need special positioning
b. Anatomy of nervous system*
c. Disorders which cause dependency*
d. Equipment used for positioning
e. Procedures for positioning patient

Provide A/V On:

Positioning a dependent patient

Demonstration of Tasks:

Positioning a dependent patient

Laboratory Practice:

Have learner practice the task using a classmate as the patient.

Clinical Application:

Have learner position a dependent patient in bed.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 9.01 Position a dependent patient
b. AP 4.00* Nervous system
c. MS 15.00* Condition of nervous system

Textbooks:

a. Broadwell and Milutinovic
b. Lewis

A/Vs:

Trainex, "Positioning to Prevent Complications"

Equipment:

a. Foot board
b. Bed cradle
c. Trochanter rolls and/or sandbags
d. Pillows
e. Towels/palm grips

CLASSROOM HOURS

34

EVALUATION 9.01a (continued)

a. Given a dependent patient, and the necessary equipment, the learner will position the patient in bed according to performance checklists HOS 9.01a.

b. Test questions are available in HOS Test Items HOS 9.01 and All Other Test Items, *AP 4.00, *MS 15.00

TASK

9.01 Position a dependent patient
9.01b Position a dependent patient by log rolling method

PERFORMANCE OBJECTIVE

Provided a dependent patient, physician's orders and a co-worker, log-roll the patient to change his/her position.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 9.01a Position a dependent patient

Provide Information On:

a. Definite of log-rolling
b. Why patients are log-rolled
c. Type of patients requiring log-rolling
d. Steps of procedure

Demonstration of Task:

By instructor or peer who has mastered the task

Laboratory Practice:

Have student practice the task using classmates as co-worker and patient.

Clinical Application:

Have learner log-roll a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 9.01 Position a dependent patient

Textbooks:

See 9.01a

CLASSROOM HOURS

see 9.01a

EVALUATION 9.01b (continued)

a. Given a dependent patient, physician's orders and a co-worker, the learner will log-roll the patient according to performance checklists Intro HO 2.00 and HOS 9.01b.

b. Test questions are available in HOS Test Items HOS 9.00.

TASK

9.02 Assist with range of motion exercises

PERFORMANCE OBJECTIVE

Provided a patient and physician's orders, assist the patient with range of motion exercises.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 9.01 Position a dependent patient

Provide Information On:

a. Purpose of ROM exercises
b. Who requires the exercises
c. How to perform the exercises

Provide A/V On:

Range of motion exercises

Demonstration of Tasks:

Range of motion exercises

Laboratory Practice:

Have learner practice the task using a classmate as the patient.

Clinical Application:

Have learner assist a patient with ROM exercises.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 9.02 Assist with ROM

Textbooks:

a. Broadwell and Milutinovic
b. Lewis

A/Vs:

Trainex, "Range of Motion Exercises to Prevent Contractures"

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 9.02 (continued)

a. Given a patient and physician's orders, the learner will assist a patient in range of motion exercises according to performance checklists Intro HO 2.00 and HOS 9.02.

b. Test questions are available in HOS Test Items HOS 9.02.

TASK

9.03 Apply anti-embolic stockings

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, apply anti-embolic stockings.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Purpose of stockings
b. How to measure for size
c. How to apply
d. Anatomy of blood and vessels*
e. Causes of emboli

Provide A/V On:

Thrombus formation

Demonstration of Tasks:

By instructor or peer who has mastered the task using a mannequin as the patient

Laboratory Practice:

Have learner practice task using mannequin as patient

Clinical Application:

Have learner apply anti-embolic stockings to a patient

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 9.03 Apply anti-embolic stockings
b. AP 3.01* Anatomy of blood
c. AP 3.03* Vessels and circulation
d. MS 10.02* Conditions of peripheral vessels and veins

Textbooks:

a. Broadwell and Milutinovic
b. Wood and Rambo

A/Vs:

Trainex, "Thrombus - Etiology and Prevention"

Equipment:

a. Anti-embolic stockings
b. Mannequin

CLASSROOM HOURS

4 hrs.
30 min.

EVALUATION 9.03 (continued)

a. Given a patient, physician's order and anti-embolic stockings, the learner will apply the stockings to the patient according to performance checklist Intro HO 2.00 and HOS 9.03.

b. Test questions are available in HOS Test Items HOS 9.00 and All Other Test Items, *AP 3.01, 3.03, and *MS 10.00.

TASK

9.04 Place patient on alternating pressure mattress

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, place the patient on an alternating pressure mattress.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 1.03 Give back rub

Provide Information On:

a. Decubiti
b. Purpose of alternating pressure mattress
c. Review of conditions which contribute to development of decubiti*

Provide A/V On:

Use of alternating pressure mattress

Demonstration of Tasks:

Use of alternating pressure mattress

Clinical Application

Have learner place a patient on an alternating pressure mattress.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 9.04 Place patient on alternating pressure mattress
b. MS 6.00* Cancer patient

Textbooks:

a. Broadwell and Milutinovic
b. Lewis

A/Vs:

Trainex, "Prevention and Treatment of Decubiti"

Equipment:

a. Hospital bed
b. Alternating pressure mattress

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 9.04 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will place a patient on an alternating pressure mattress according to performance checklist Intro HO 2.00 and HOS 9.04.

b. Test questions are available in HOS Test Items HOS 9.00 and All Other Test Items, *MS 6.00.

TASK

9.05 Apply restraints

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, apply restaints to the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Why restraints are used
b. What type patient may require a restraint
c. Safety precautions
d. Types of restraints
e. Steps of procedure

Provide A/V On:

Use of restraints

Demonstration of Tasks:

Use of restraints

Laboratory Practice:

Have learner practice applying restraints using a mannequin or classmate as the patient.

Clinical Application:

Have learner apply restraints to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 9.05 Apply restraints

Textbooks:

a. Broadwell and Milutinovic
b. Lewis

A/Vs:

Trainex, "Use of Protective Restraints"

Equipment:

Various restraints according to those available in agency.

CLASSROOM HOURS 2

EVALUATION 9.05 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will apply restraints to the patient according to performance checklist Intro HO 2.00 and HOS 9.05.

b. Test questions are available in HOS Test Items HOS 9.00.

TASK

10.01 Apply bandages and/or binders

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, apply a bandage and/or binder to the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Types of bandages
b. Types of binders
c. Safety precaution
d. Steps of procedure

Provide A/V On:

Applying bandages and binders

Demonstration of Tasks:

Applying bandages and binders

Laboratory Practice:

Have learner practice the steps of the procedure, using a mannequin or a classmate as the patient.

Clinical Application:

Have learner apply bandages or binders to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 10.01 Apply bandages and binders

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Application of Bandages and Binders"

Equipment:

a. Gauze
b. Stockinet
c. Webbing (cling bandage)
d. Telfa

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CLASSROOM HOURS 3

EVALUATION 10.01 (continued)

a. Given a patient, physician's orders and the necessary equipment, apply a bandage and/or binder to the patient according to performance checklists Intro 2.00, HOS 10.01a and 10.01b.

b. Test questions are available in HOS Test Items, HOS 10.00.

INSTRUCTIONAL MATERIALS

Equipment:

e. T binder (single & double)
f. Scultetus binder
g. Tailed binder
h. Tape
i. Pins

TASK

10.02 Apply sterile dressings

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, apply a sterile dressing to the designated area.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.01 Wash hands
c. 5.02 Handle sterile equipment
d. 5.03 Don sterile gloves
e. 10.01 Apply bandages and binders

Provide Information On:

a. When sterile dressings are required
b. Steps of procedure

Provide A/V On:

Applying sterile dressings

Demonstration of Tasks:

Applying sterile dressings

Laboratory Practice:

Have learner practice the steps of the procedure using a mannequin as the patient.

Clinical Application:

Have learner apply sterile dressing to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 10.02 Apply sterile dressings

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex
a. "Sterile Technique and Dressing Change"
b. "Precautions for Wound and Skin Infections
c. "Medical Asepsis"

Equipment:

a. Sterile dressings
b. Tape
c. Sterile gloves

(continued on next page)

CLASSROOM HOURS

3

EVALUATION 10.02 (continued)

a. Given a patient, physician's orders and the necessary equipment, apply a sterile dressing to the patient according to performance checklists Intro HO 2.00 and HOS 10.02.

b. Test questions are available in HOS Test Items, Hos 10.00.

INSTRUCTIONAL MATERIALS

Equipment:

d. Transfer forceps
e. Sterile cotton
f. Sterile towels
g. Mannequin

TASK

10.03 Irrigate wounds

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, irrigate the patient's designated wound.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.01 Wash hands
c. 5.02 Handle sterile equipment
d. 5.03 Don sterile gloves
e. 10.01 Apply bandages and binders
f. 10.02 Apply sterile dressings

Provide Information On:

a. Purpose of irrigating wounds
b. Safety precautions
c. Equipment required
d. Steps of procedure

Provide A/V On:

Irrigating a wound.

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using a mannequin as the patient

Laboratory Practice:

Have learner practice the steps of the procedure, using a mannequin as the patient.

Clinical Application:

Have learner irrigate a patient's wound.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 10.03 Irrigate wounds

Textbooks:

a. Caldwell
b. Lewis

A/Vs:

Trainex, "Sterile Technique and Dressing Change"

Equipment:

a. Basin with required solution
b. Asepto syringe (optional)
c. Sterile gloves (optional)

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CLASSROOM HOURS

3

EVALUATION 10.03 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will irrigate the patient's wound according to the chosen procedure or performance checklist Intro HO 2.00 and HOS 10.03.

b. Test questions are available in HOS Test Items, HOS 10.00.

INSTRUCTIONAL MATERIALS

Equipment:

d. Sterile catheter (optional)
e. Sterile forceps
f. Mannequin

TASK

11.01 Administer local cold application

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, administer local cold application.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Effect of cold treatments on the body
b. When cold is used
c. Equipment required
d. Safety precautions
e. Steps of procedures

Provide A/V On:

Applying cold treatments

Demonstration of Tasks:

Applying cold treatments

Laboratory Practice:

Have learner practice steps of the procedure, using a mannequin as the patient.

Clinical Application:

Have learner administer local cold treatment to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 11.01 Administer local cold application

Textbooks:

a. HRET, Being A Nursing Aide
b. Lewis

A/Vs:

Trainex, "Local Application of Heat and Cold"

Equipment:

a. Basin with solution added
b. Ice
c. Towels
d. Gauze pads

(continued on next page)

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 11.01 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will administer local cold applications according to performance checklists Intro HO 2.00 and HOS 11.01.

b. Test questions available in HOS Test Items, HOS 11.00.

INSTRUCTIONAL MATERIALS

Equipment:

e. Plastic coverings
f. Ice cap
g. Ice collar
h. Mannequin

TASK

11.02 Administer tepid baths

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, administer a tepid bath.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.01 Wash hands
c. 7.01 Take temperature

Provide Information On:

a. Purpose of tepid baths
b. Equipment needed
c. Safety precaution
d. Review of body's response to disease
e. Steps of procedure

Demonstration of Tasks

By instructor or a peer who has mastered the task using a mannequin as patient

Laboratory Practice:

Have learner practice the task using a mannequin as the patient.

Clinical Application:

Have learner administer a tepid bath to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 11.02 Administer tepid baths
b. MS 1.02* Body's response to disease

Textbooks:

a. HRET, Being a Nursing Aide
b. Lewis

Equipment:

a. Basin of tepid water
b. Bath blanket
c. Wash cloths
d. Clinical thermometer
e. Hot water bottle
f. Ice caps
g. Mannequin

CLASSROOM HOURS 3 hrs. 30 min.

EVALUATION 11.02 (continued)

a. Given a patient, physician's order and the necessary equipment, the learner will administer a tepid bath according to performance checklists Intro HO 2.00 and HOS 11.02.

b. Test questions are available in HOS Test Items HOS 11.00 and All Other Test Items, *MS 1.00.

TASK

11.03 Administer local heat applications

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, administer local heat applications.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Effect of heat on body
b. When local heat treatments are used
c. Safety precautions
d. Equipment required
e. Steps of procedure

Provide A/V On:

Application of local heat

Demonstration of Tasks:

Application of local heat

Laboratory Practice:

Have learner practice steps of the procedure, using a mannequin as the patient.

Clinical Application:

Have learner apply local heat treatments to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 11.03 Administer local heat applications

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Local Applications of Heat and Cold"

Equipment:

a. Hot water bottle and cover
b. Electric heating pad
c. Heat cradle
d. Towels

(continued on next page)

CLASSROOM HOURS 3 hrs. 30 min.

EVALUATION 11.03 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will apply local heat according to performance checklists Intro HO 2.00 and HOS 11.03.

b. Test questions are available in HOS Test Items, HOS 11.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

e. Basin with solution
f. Hydrocollator
g. K pad
h. Mannequin
i. Plastic sheet

TASK

11.04 Assist patient with sitz bath

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, assist the patient with a sitz bath.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. HOS 11.03 Administer local heat application

Provide Information On:

a. Purpose of sitz bath
b. When it is used
c. Methods of administering
d. Safety precautions
e. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice steps of the task

Clinical Application:

Have learner assist a patient with sitz bath

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 11.04 Assist patient with sitz bath

Textbooks:

a. Hornemann
b. Lewis

Equipment:

a. Disposable sitz bath, or sitz tub
b. Chair
c. Bath blanket
d. Bath thermometer
e. Towel

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 11.04 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will assist a patient with a sitz bath according to performance checklists Intro HO 2.00 and HOS 11.04.

b. Test questions available in HOS Test Items, HOS 11.00.

TASK

12.01 Administer cardiopulmonary resuscitation

PERFORMANCE OBJECTIVE

Provided mannequins simulating an adult and an infant patient, perform CPR for a witnessed and unwitnessed arrest.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. 7.02 Take pulse
b. 7.03 Take respiration

Provide Information On:

a. Relation of cardiac and pulmonary function*
b. Definition of cardiac arrest
c. Causes of cardiac arrest
d. Signs of cardiac arrest
e. Purpose of CPR
f. Steps of procedure

Provide A/V On:

CPR

Demonstration of Tasks:

By a licensed instructor

Laboratory Practice:

Have learner practice the steps of procedure on a mannequin (adult and infant).

Clinical Application: (optional)

Have learner certified by completing an authorized course.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 12.01 Perform CPR

Textbooks:

a. Georgia Heart Association Printouts
b. Red Cross Manual

A/Vs:

Provided by the resource plan

Equipment:

Resusi-mannequin (adult and infant)

CLASSROOM HOURS

8

EVALUATION 12.01 (continued)

a. Given the resusi-mannequins, learner will administer CPR to adults and infants for both a witnessed and unwitnessed arrest according to procedures used for instruction.

b. Test questions available from HOS Test Items HOS 12.01 or a licensed CPR instructor.

TASK

12.02 Control external hemorrhage

PERFORMANCE OBJECTIVE

Provided a situation simulating a patient with severe external bleeding and the necessary supplies, control the external hemorrhage.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Types of external bleeding
b. Methods of controlling hemorrhage
c. Results of uncontrolled bleeding
d. Treatment of shock

Provide A/V On:

Hemorrhage control

Demonstration of Tasks:

Hemorrhage control

Laboratory Practice:

Have learner practice the three methods of controlling external hemorrhage using a mannequin or a classmate.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 12.02 Control external hemorrhage
b. V-TECS Task # 100

Textbooks:

a. Grant and Murray
b. Thompson and Rosdahl

A/Vs:

Trainex, "Shock and Hemorrhage"

Equipment:

a. Gauze strips
b. Gauze pads
c. Tourniquet devices
d. Blanket
e. BP cuff
f. Stethoscope

(continued on next page)

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 12.02 (continued)

a. Given a simulated situation of a patient experiencing severe external bleeding, the learner will control the bleeding according to V-TECS performance guide #100.

b. Test questions are available in HOS Test Items, HOS 12.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

g. Watch with second hand
h. Mannequin

TASK

12.03 Immobilize a fracture

PERFORMANCE OBJECTIVE

Provided a patient with a fracture, immobilize the fracture.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Types of fractures
b. Symptoms of fractures
c. Procedure for immobilizing fractures

Provide A/V On:

Immobilizing fractures

Demonstration of Tasks:

By instructor or peer who has mastered the task
Use a mannequin or student.

Laboratory Practice:

Have learner practice the procedure using a mannequin or other student.

Clinical Application:

Have learner immobilize a fracture.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 12.03 Immobilize a fracture

Textbooks:

American Red Cross, First Aid and Personal Safety

A/Vs:

Trainex, "Fractures and Splinting"
Current Affairs, "Fractures and Dislocations"

Equipment:

a. Splints
b. Bandages

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 12.03 (continued)

a. Given a simulated situation of a patient with a fracture and the necessary materials the learner will immobilize a fracture.
b. Test questions are available in HOS Test Items, HOS 1.03.

TASK

12.04 Practice evacuation procedures

PERFORMANCE OBJECTIVE

Provided a simulated emergency situation, carry out evacuation measures.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Principles on which evacuation plans are based
b. Types of emergencies
c. Evacuation procedures

Provide A/V On:

Removing patients from an emergency situation

Laboratory Practice:

Have learner practice removing patients from a facility by simulating an emergency

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 12.04 Evacuate patients

Textbooks:

Thompson and Rosdahl

A/Vs:

Trainex a. "Emergency Removal of Patients"
b. "Moving the Sick and Injured"

Equipment:

Evacuation plan of clinical agency

CLASSROOM HOURS

2 hrs. 30 min.

EVALUATION 12.04 (continued)

a. Given a simulated situation of a patient with a fracture and the necessary materials, the learner will immobilize a fracture.
b. Test questions are available in HOS Test Items, HOS 1.03.

TASK

13.01 Administer oxygen

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, administer oxygen to the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Why oxygen is given
b. Function of oxygen in body*
c. How oxygen is transported through body*
d. Causes of oxygen transport problems*
e. How oxygen is administered
f. Safety factors
g. Sets of procedures

Provide A/V On:

Oxygen administration

Demonstration of Tasks:

Oxygen administration

Laboratory Practice:

Have learner practice the steps of the procedure, using a mannequin as the patient.

Clinical Application:

Have learner administer oxygen to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 13.01 Administer oxygen
b. AP 7.00* Anatomy of respiratory system
c. MS 13.00* Conditions of respiratory system

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Oxygen Administration"

Equipment:

a. Oxygen mask
b. Oxygen nasal cannula and/or catheter
c. Oxygen tent

(continued on next page)

CLASSROOM HOURS 17

EVALUATION 13.01 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will administer oxygen to the patient according to performance checklist Intro HO 2.00 and HOS 13.01.

b. Test questions are available in HOS Test Items HOS 13.00 and All Other Test Items, *AP 7.00 and *MS 13.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

d. Flowmeter
e. Oxygen tank and regulator
f. "No Smoking" sign
g. Mannequin

TASK

13.02 Assist patient with breathing exercises

PERFORMANCE OBJECTIVE

Provided a patient and physician's orders assist, the patient with breathing exercises.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 13.01 Administer oxygen

Provide Information On:

a. Purposes of breathing exercises
b. Review of types of conditions requiring breathing exercises*
c. Types of exercises
d. How to instruct patient

Provide A/V On:

How to instruct and assist a patient in breathing exercises

Demonstration of Tasks:

How to instruct and assist a patient in breathing exercises

Laboratory Practice:

Have learner practice the task using classmate as the patient.

Clinical Application:

Have learner assist a patient in breathing exercises.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 13.02 Assist with postural drainage
b. MS 13.02* Non-infectious conditions of respiratory system

Textbooks:

a. Keane
b. Thompson and Rosdahl

A/Vs:

Trainex, "Care of the Patient with Emphysema"

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 13.02 (continued)

a. Given a patient and physician's orders, the learner will assist the patient in breathing exercises according to performance checklists Intro HO 2.00 and HOS 13.02.

b. Test questions are available in HOS Test Items, HOS 13.02 and All Other Test Items, *MS 13.00.

TASK

13.03 Assist patient with postural drainage

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, assist a patient with postural drainage.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 13.01 Administer oxygen

Provide Information On:

a. Purpose of postural drainage
b. Review of conditions requiring postural drainage*
c. Methods for draining each lobe
d. Safety precautions
e. Steps of procedure

Provide A/V On:

Postural drainage

Demonstration of Tasks:

Postural drainage

Laboratory Practice:

Have learner practice the procedure using a classmate as the patient.

Clinical Application:

Have learner assist a patient with postural drainage.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 13.03 Assist with postural drainage
b. MS 13.02* Non-infectious conditions of respiratory system

Textbooks:

a. Broadwell and Milutinovic
b. Keane

A/Vs:

Trainex, "Postural Drainage, Clapping and Vibration"

Equipment:

a. Receptacle for sputum
b. Specimen container
c. Tissues

(continued on next page)

CLASSROOM HOURS 2

EVALUATION 13.03 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will assist the patient with postural drainage according to performance checklists Intro HO 2.00 and HOS 13.03.

b. Test questions are available in HOS Test Items HOS 13.03 and All Other Test Items. *MS 13.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

d. Pillow and blankets
e. Chair
f. Hospital bed

TASK

13.04 Suction patient's upper respiratory passage

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, suction the patient's upper respiratory tract.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 13.01 Administer oxygen

Provide Information On:

a. Why suction is needed
b. Methods of suction
c. Equipment used
d. Safety precaution
e. Steps of procedure

Provide A/V On:

Suctioning upper respiratory tract

Demonstration of Tasks:

Suctioning upper respiratory tract

Laboratory Practice:

Have learner practice the steps of the tasks, using a mannequin as the patient.

Clinical Application:

Have learner suction a patient's upper respiratory passages.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 13.04 Suction upper respiratory passage

Textbooks:

a. Hornemann
b. Thompson and Rosdahl

A/Vs:

Trainex, "Pharyngeal Suctioning"

Equipment:

a. Electric suction
b. Catheter #14
c. Connecting tube
d. Basin of water

(continued on next page)

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 13.04 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will suction the patient's upper respiratory passages according to performance checklists Intro HO 2.00 and HOS 13.04.

b. Test questions are available in HOS Test Items, HOS 13.04.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

e. Towel
f. Mannequin

TASK

13.05 Suction a tracheostomy

PERFORMANCE OBJECTIVE

Provided a patient with a tracheostomy, physician's orders and the necessary equipment, suction the patient's tracheostomy.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 13.01 Administer oxygen
c. 5.01 Don sterile gloves

Provide Information On:

a. Tracheostomy
b. Why suction is necessary
c. Safety precautions
d. Steps of procedure

Provide A/V On:

Tracheostomy suction

Demonstration of Tasks:

Tracheostomy suction

Laboratory Practice:

Have learner practice procedure using a mannequin as the patient.

Clinical Application:

Have learner suction a patient's tracheostomy.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 13.05 Suction a tracheostomy

Textbooks:

Hornemann

A/Vs:

Trainex, "Introduction to Tracheostomy Care"

Equipment:

a. Suction machine
b. Sterile catheter
c. Sterile gloves
d. Sterile bowl and water
e. Mannequin

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 13.05 (continued)

a. Given a patient with a tracheostomy, physician's orders and the necessary equipment, the learner will suction the patient's tracheostomy according to performance checklists Intro HO 2.00 and HOS 13.05.

b. Test questions are available in HOS Test Items HOS 13.00.

TASK

13.06 Clean inner cannula of tracheostomy

PERFORMANCE OBJECTIVE

Provided a patient with a tracheostomy, physician's orders and the necessary equipment, clean and replace the inner cannula.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 13.01 Administer oxygen
c. 13.05 Suction a tracheostomy

Provide Information On:

a. Parts of a tracheostomy set
b. Care required
c. Safety factors
d. Equipment required
e. Steps of procedure

Provide A/V On:

Tracheostomy care

Demonstration of Tasks:

Tracheostomy care

Laboratory Practice:

Have learner practice the task, using a mannequin as the patient.

Clinical Application:

Have learner clean the inner cannula of a patient's tracheostomy.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 13.06 Clean inner cannula of tracheostomy

Textbooks:

Hornemann

A/Vs:

Trainex, "Introduction to Tracheostomy Care"

Equipment:

a. Replacement cannula (optional)
b. Solution of hydrogen peroxide and water
c. Pipe cleaner or suction
d. Cold distilled water
e. Mannequin

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 13.06 (continued)

a. Given a patient with a tracheostomy, physician's orders and the necessary equipment, the learner will clean the inner cannula according to performance checklists Intro HO 2.00 and HOS 13.06.

b. Test questions are available in HOS Test Items, HOS 13.00.

TASK

13.07 Set up mist tent

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, set up a child-adult mist tent.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 13.01 Administer oxygen

Provide Information On:

a. Purpose of mist tent
b. Conditions requiring mist tent*
c. Safety factors
d. Steps of procedure

Provide A/V On:

Mist tent

Demonstration of Tasks:

Mist tent

Laboratory Practice:

Have learner set up the mist tent.

Clinical Application:

Have learner set up a mist tent for a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 13.07 Set up mist tent
b. NC 3.02* Disorders of toddler
c. MS 13.03* Infectious conditions of respiratory system

Textbooks:

a. Caldwell and Hegner
b. Thompson and Rosdahl

A/Vs:

Trainex, "Oxygen Administration"

Equipment:

a. Tent frame
b. Mist tent
c. Ice
d. Nebulizer

(continued on next page)

CLASSROOM HOURS 4

EVALUATION 13.07 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will set up a mist tent according to performance checklist Intro HO 2.00 and HOS 13.07.

b. Test questions are available in HOS Test Items HOS 13.00 and All Other Test Items *NC 3.00 and *MS 13.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

e. Distilled water
f. Oxygen supply
g. "No Smoking" sign

TASK

13.08 Assist with water-sealed drainage

PERFORMANCE OBJECTIVE

Provided a patient with chest drainage, physician's orders and the necessary equipment, assist with water-sealed drainage.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 13.01 Administer oxygen
c. 13.02 Assist with breathing exercises

Provide Information On:

a. Purpose of chest drainage
b. Review of conditions which may require chest drainage*
c. How water-sealed works
d. Equipment maintenance
e. Safety factors

Provide A/V On:

Water sealed-drainage

Demonstration of Tasks:

Water-sealed drainage

Laboratory Practice:

Have learner practice the task, using a mannequin as the patient.

Clinical Application:

Have learner assist a patient with water-sealed drainage.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 13.08 Assist with water-sealed drainage
b. MS 13.04* Surgical conditions of respiratory system

Textbooks:

a. Broadwell and Milutinovic
b. Thompson and Rosdahl

A/Vs:

Trainex, "Care of the Patient with Water-sealed Drainage"

Equipment:

a. Tape
b. Hemostats
c. Chest bottle with tube
d. Mannequin

CLASSROOM HOURS

2

EVALUATION 13.08 (continued)

a. Provided a patient with chest drainage, physician's orders and the necessary equipment, the learner will assist the patient with water-sealed drainage according to performance checklists Intro HO 2.00 and HOS 13.08.

b. Test questions are avaiable in HOS Test Items HOS 13.08 and All Other Test Items, *MS 13.04.

TASK

14.01 Serve food tray

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, serve a patient's tray.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Anatomy of digestive system
b. Nutritional needs of patients*
c. Why special diets are needed
d. Types of diets used in treatment of patients
e. Factors which affect eating habits and appetite
f. Steps of procedure

Laboratory Practice:

Have learner plan and prepare therapeutic patient diets and serve the tray to a classmate.

Clinical Application:

Have learner serve a patient's food tray.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 14.01 Serve food tray
b. NDT 1.00* Intro nutrition
c. NDT 2.00* Basic nutrition
d. NDT 3.00* Water, cellulose, minerals and vitamins
e. NDT 4.00* Nutrition during lift span
f. NDT 5.00* Diet therapy
g. AP 6.00* Digestive system

Textbooks:

a. HRET, Being a Nursing Aide
b. Lewis

Equipment:

a. Food tray
b. Dishes
c. Stove
d. Refrigerator
e. Food
f. Suggested menus for special diets

CLASSROOM HOURS 49

EVALUATION 14.01 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will serve the patient's food tray according to performance checklists Intro HO 2.00 and HOS 14.01.

b. Test questions are available in HOS Test Items HOS 14.00 and All Other Test Items, *NDT 1.00 - 5.00, *AP 6.00.

TASK

14.02 Feed the patient

PERFORMANCE OBJECTIVE

Provided a patient who cannot feed him/herself and the prescribed diet, feed the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 14.01 Serve diet tray

Provide Information On:

a. Types of patients who need feeding
b. Ways to encourage patient to to eat
c. Steps on feeding the patient

Provide A/V On:

Feeding the patient

Demonstration of Tasks:

Feeding the patient

Laboratory Practice:

Have learner practice the task by simulating a situation using a classmate as a patient with varied handicaps.

Clinical Application:

Have learner feed a patient who needs assistance.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 14.02 Feed the patient

Textbooks:

a. HRET, Being a Nursing Aide
b. Lewis

A/Vs:

Trainex,"Feeding the Patient"

Equipment:

Tray with food

CLASSROOM HOURS 2

EVALUATION 14.02 (continued)

a. Given a patient who must be fed, and the prescribed diet, the learner will feed the patient according to performance checklists Intro HO 2.00 and HOS 14.02.

b. Test questions are available in HOS Test Items, HOS 14.00.

TASK

14.03 Administer gavage feeding

PERFORMANCE OBJECTIVE

Provided a patient who requires gavage feedings, the prescribed formula and the necessary equipment, administer gavage feeding.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 14.01 Serve diet tray

Provide Information On:

a. What gavage is
b. When gavage feedings are required
c. Types of feedings given
d. Safety precautions
e. Steps of procedure

Provide A/V On:

Gavage feeding

Demonstration of Tasks:

Gavage feeding

Laboratory Practice:

Have learner practice the task, using a mannequin as the patient.

Clinical Application:

Have learner administer gavage feedings to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 14.03 Administer gavage feedings

Textbooks:

a. Broadwell and Milutinovic
b. Lewis

A/Vs:

Trainex, "Gavage"

Equipment:

a. Mannequin with N/G tube inserted
b. Asepto syringe/funnel
c. Cup of water
d. Clamp
e. Formula
f. Stethoscope

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 14.03 (continued)

a. Given a patient who requires gavage feeding, the prescribed formula and the necessary equipment, the learner will administer gavage feeding according to performance checklists Intro HO 2.00 and HOS 14.03.

b. Test questions are available in HOS Test Items HOS 14.03.

TASK

15.01 Collect a routine urine specimen

PERFORMANCE OBJECTIVE

Provided a patient, pnysician's orders, laboratory requisition and the necessary equipment, collect a urine specimen from a patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 1.02 Assist with urine elimination

Provide Information On:

a. Why urine specimens are necessary
b. Anatomy of urinary system*
c. Constituents of normal urine*
d. Steps of procedure

Provide A/V On:

Collecting a urine specimen

Demonstration of Tasks:

Collecting a urine specimen

Laboratory Practice:

Have learner practice the task using a classmate as the patient.

Clinical Application:

Have learner collect a routine urine specimen from a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 15.01 Collect a routine urine
b. AP 8.00* Urinary system
c. MS 12.00* Conditions of urinary system

Textbooks:

a. Hornemann
b. Thompson
c. V-TECS Performance Guide #122

A/Vs:

Trainex a. "Collecting Urine Specimen
b. "Assisting the Patient with Urine Elimination"

Equipment:

a. Laboratory requisition
b. Container and cover
c. Label
d. Bedpan or urinal with cover

CLASSROOM HOURS

25

EVALUATION 15.01 (continued)

a. Given a patient, physician's orders, laboratory requisition and the necessary equipment, the learner will collect a routine urine specimen from a patient according to performance checklists Intro HO 2.00 and HOS 15.01 and V-TECS Performance Guide # 122.

b. Test questions are available in HOS Test Items HOS 15.00 and All Other Test Items, AP 8.00* and MS 12.00*.

TASK

15.02 Collect a clean-catch urine specimen

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders, a laboratory requisition and the necessary equipment, collect a clean-catch urine specimen.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 15.01 Collect a routine urine specimen

Provide Information On:

a. Reason for clean-catch specimen
b. Steps of procedure

Provide A/V On:

Collecting a clean-catch specimen

Demonstration of Tasks:

Collecting a clean-catch specimen

Laboratory Practice:

Have learner practice the cleansing steps, using a mannequin as the patient.

Clinical Application:

Have learner collect a clean-catch urine specimen.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 15.02 Collect a clean-catch urine specimen

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Urinary Care"

Equipment:

a. Cleansing solution
b. Cotton balls
c. Sterile gloves (if required)
d. Sterile container
e. Label
f. Bedpan or bathroom
g. Mannequin

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 15.02 (continued)

a. Given a patient, physician's orders, a laboratory requisition and the necessary equipment, the learner will collect a clean-catch urine specimen according to performance checklists Intro HO 2.00 and HOS 15.01.

b. Test questions are available in HOS Test Items, HOS 15.00.

TASK

15.03 Test urine for sugar and acetone

PERFORMANCE OBJECTIVE

Provided a urine specimen, physician's orders and the necessary equipment, test the urine for sugar and acetone.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 15.01 Collect a routine urine specimen

Provide Information On:

a. Why sugar and acetone are checked
b. Anatomy of endocrine system *
c. Conditions of the endocrine system*
d. Steps of procedure

Provide A/V On:

Testing urine for sugar and acetone

Demonstration of Tasks:

Testing urine for sugar and acetone

Laboratory Practice:

Have learner test the urine specimens of classmates.

Clinical Application:

Have learner complete the task in clinical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 15.03 Test urine for S/A
b. AP 10.00* Endocrine system
c. MS 17.00* Conditions of endocrine system
d. V-TECS Performance Guide #125.

Textbooks:

a. Hornemann
b. Thompson and Rosdahl

A/Vs:

Trainex, "Testing the Urine for Glucose and Ketone"

Equipment:

a. Urine specimen
b. Other equipment will be dictated by type of method used; follow directions of manufacturer

CLASSROOM HOURS

13

EVALUATION 15.03 (continued)

a. Given a urine specimen, physician's order and the necessary equipment, the learner will test the urine for sugar and acetone according to procedure explained by manufacturer or V-TECS Performance Guide #125.

b. Test questions are available in HOS Test Items, HOS 15.00 and All Other Test Items, *AP 10.00 and *MS 17.00.

TASK

15.04 Insert a urinary catheter

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, insert a straight and/or retention urinary catheter.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 15.01 Collect a routine urine specimen
c. 5.01 Wash hands
d. 5.02 Handle sterile equipment
e. 5.03 Don sterile gloves

Provide Information On:

a. Purpose of catheterization
b. When it is required
c. Types of catheters
d. Steps of procedure

Provide A/V On:

Inserting a urinary catheter

Demonstration of Tasks:

Inserting a urinary catheter

Laboratory Practice:

Have learner practice the procedure using a mannequin as the patient.

Clinical Application

Have learner insert a catheter into a patient's bladder.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 15.04 Insert a urinary catheter

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Urinary Catheterization"

Equipment:

a. Catheter tray
b. Foley catheter
c. Straight catheter
d. Sterile gloves
e. Gooseneck lamp
f. Mannequin

CLASSROOM HOURS	2

EVALUATION 15.04 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will insert a straight and/or retention catheter into the patient's bladder according to performance checklist Intro HO 2.00 and HOS 15.00.

b. Test questions are available in HOS Test Items HOS 15.00.

TASK

15.05 Irrigate the urinary bladder

PERFORMANCE OBJECTIVE

Provided a patient with an indwelling urinary catheter, physician's orders and the necessary equipment, irrigate the bladder.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 15.04 Insert a urinary catheter

Provide Information On:

a. Reasons for bladder irrigations
b. Conditions which require bladder irrigation*
c. Equipment used
d. Safety precautions
e. Steps of procedure

Provide A/V On:

Irrigating urinary bladders

Demonstration of Tasks:

Irrigating urinary bladder

Laboratory Practice:

Have learner practice the procedure using a mannequin as the patient.

Clinical Application:

Have learner irrigate a patient's bladder.

INSTRUCTIONAL MATERIALS

Intructional Units:

a. HOS 15.05 Irrigate the urinary bladder
b. MS 18.03* Conditions of male reproductive system

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Closed Urinary Drainage System"

Equipment:

a. Sterile irrigating syringe
b. Sterile irrigating solution
c. Emesis basin
d. Mannequin

CLASSROOM HOURS

5

EVALUATION 15.05 (continued)

a. Given a patient with an indwelling urinary catheter, physician's orders and the necessary equipment, the learner will irrigate the patient's bladder according to performance checklists Intro HO 2.00 and HOS 15.05.

b. Test questions are available in HOS Test Items, HOS 15.05 and All Other Test Items, *MS 18.00.

TASK

15.06 Remove retention catheter

PERFORMANCE OBJECTIVE

Provided a patient with a retention catheter, physician's orders and the necessary equipment, remove the retention catheter.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 15.01 Collect a routine urine specimen
c. 15.04 Insert a urinary catheter

Provide Information On:

a. Safety precaution
b. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task using a mannequin as patient

Laboratory Practice:

Have learner practice the steps of the procedure using a mannequin as the patient.

Clinical Application:

Have learner remove a retention catheter from a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 15.06 Remove retention catheter

Textbooks:

Broadwell and Milutinovic

Equipment:

a. Linen savers
b. Emesis basin
c. Syringe and needle
d. Soap and water
e. Cotton balls and sponges

CLASSROOM HOURS 3

EVALUATION 15.06 (continued)

a. Given a patient with a retention catheter, physician's orders and the necessary equipment, the learner will remove the retention catheter according to performance checklists Intro HO 2.00 and HOS 15.06.

b. Test questions are available in HOS Test Items, HOS 15.06.

TASK

15.07 Collect a 24-hour urine specimen

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, collect a 24-hour urine specimen.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 15.01 Collect a routine urine specimen

Provide Information On:

a. Purpose of 24-hour specimen
b. Review of conditions of the urinary tract*
c. Steps of procedure

Provide A/V On:

24-hour specimen

Demonstration of Tasks:

24-hour specimen

Laboratory Practice:

Have learner practice setting up equipment.

Clinical Application:

Have learner collect a 24-hour specimen from a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 15.07 Collect a 24-hour urine specimen
b. MS 12.00* Conditions of the urinary system

Textbooks:

a. Hornemann
b. Thompson and Rosdahl

A/Vs:

Trainex, "Urinary Care"

Equipment:

a. Gallon bottle
b. Label for bottle
c. Laboratory requisition
d. Signs
e. Ice (optional according to agency)

CLASSROOM HOURS 1 hr. 30 min.

EVALUATION 15.07 (continued)

a. Given a patient, physician's order and the necessary equipment, the learner will collect a 24-hour urine specimen according to performance checklists Intro HO 2.00 and HOS 15.07.

b. Test questions are available in HOS Test Items, HOS 15.07 and All Other Test Items, *MS 12.00.

TASK

16.01 Give enema

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders, and the necessary equipment, give the patient an enema.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 1.02 Assist bedpan or bedside commode

Provide Information On:

a. Purpose of enema
b. Types of enemas
c. Equipment used
d. Safety factors
e. Steps of procedure

Provide A/V On:

Giving an enema

Demonstration of Tasks:

Giving an enema

Laboratory Practice:

Have learner practice giving an enema using a mannequin as the patient.

Clinical Application:

Have learner give a patient an enema.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 16.01 Give an enema

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Cleansing Enema"

Equipment:

Enema Tray containing:
a. Irrigating can
b. Tubing with stopcock
c. Rectal tube
d. Lubricant

(continued on next page)

CLASSROOM HOURS

3

EVALUATION 16.01 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will administer an enema according to performance checklists Intro HO 2.00 and HOS 16.01.

b. Test questions are available in HOS Test Items, HOS 16.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

e. Irrigating solution at 105° F
f. Bedpan and cover
g. Linen savers
h. Mannequin

TASK

16.02 Insert rectal suppository

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders, and the necessary equipment, administer a rectal suppository to the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 1.02 Assist with bedpan or bedside commode

Provide Information On:

a. Types of rectal suppositories
b. Procedure for inserting rectal suppository

Provide A/V On:

Inserting a rectal suppository

Demonstration of Tasks:

Inserting a rectal suppository

Laboratory Practice:

Have learner practice the steps of the procedure using a mannequin as the patient.

Clinical Application:

Have learner administer a rectal suppository to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 16.02 Insert rectal suppository

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Bowel Elimination"

Equipment:

a. Suppository as ordered
b. Tissues
c. Lubricant
d. Glove or finger cot
e. Mannequin

CLASSROOM HOURS

1 hr.
30 min.

EVALUATION 16.02 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will administer a rectal suppository to the patient according to performance checklists Intro HO 2.00 and HOS 16.02.

b. Test questions are available in HOS Test Items, HOS 16.00.

TASK

16.03 Collect a stool specimen

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders, a laboratory requisition and the necessary equipment, collect a stool specimen from a patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 1.02 Assist with bedpan or bedside commode
c. 16.01 Give enema
d. 16.02 Insert rectal suppository

Provide Information On:

a. Purpose of stool specimen
b. Types of tests performed on stool specimen
c. Equipment needed
d. Steps of procedure

Provide A/V On:

Collecting a stool specimen

Demonstration of Tasks:

Collecting a stool specimen

Laboratory Practice:

Have learner gather the equipment and practice labeling specimen.

Clinical Application:

Have learner collect a stool specimen from a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 16.03 Collect a stool specimen

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex,"Bowel Elimination"

Equipment:

a. Bedpan or bedside commode
b. Specimen container with label
c. Tissue
d. Tongue depressor

CLASSROOM HOURS 1 hr. 30 min.

EVALUATION 16.03 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will collect a stool specimen from the patient according to performance checklists Intro HO 2.00 and HOS 16.03.

b. Test questions are available in HOS Test Items HOS 16.00.

TASK

16.04 Remove fecal impaction

PERFORMANCE OBJECTIVE

Provided a patient with a fecal impaction, physician's orders and the necessary equipment, remove the fecal impaction.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 1.02 Assist with bedpan or bedside commode

Provide Information On:

a. What a fecal impaction is
b. Causes of a fecal impaction
c. Steps of procedure

Provide A/V On:

Removing a fecal impaction

Demonstration of Tasks:

Removing a fecal impaction

Laboratory Practice:

Have learner practice the procedure using a mannequin as the patient.

Clinical Application:

Have learner remove a fecal impaction from a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 16.04 Remove fecal impaction

Textbooks:

a. Lewis
b. Thompson and Rosdahl

A/Vs:

Trainex, "Bowel Elimination"

Equipment:

a. Bath blanket
b. Bedpan
c. Linen savers or plastic sheet
d. Gloves
e. Lubricant
f. Mannequin

CLASSROOM HOURS 1

EVALUATION 16.04 (continued)

a. Provided a patient with a fecal impaction, physician's orders and the necessary equipment, the learner will remove the fecal impaction according to performance checklists Intro HO 2.00 and HOS 16.04.

b. Test questions are available in HOS Test Items, HOS 16.00.

TASK

17.01 Assist with physical examination

PERFORMANCE OBJECTIVE

Provided a patient who is to have a physical examination and the necessary equipment, assist the patient and physician throughout the procedure.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 7.01 Take temperature
c. 7.02 Take pulse
d. 7.03 Take respiration
e. 7.04 Take blood pressure
f. 15.01 Collect a routine urine specimen
g. 15.02 Collect a clean-catch specimen

Provide Information On:

a. Purpose of physical exam
b. Patient positions for examination
c. Equipment required
d. Ways to insure patient's comfort

Provide A/V On:

Positioning patient and equipment used

Demonstration of Tasks:

Positioning patients and equipment used

Laboratory Practice:

(continued on next page)

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 17.01 Assist with physical exam

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Assisting with Physical Examination"

Equipment:

a. Otoscope
b. Opthalmoscope
c. Sphygomanometer
d. Flashlight

(continued on next page)

CLASSROOM HOURS 4 hrs. 30 min.

EVALUATION 17.01 (continued)

a. Given a patient who is to have a physical examination and the necessary equipment the learner will assist the patient and physician with the examination according to performance checklists Intro HO 2.00 and HOS 17.01.

b. Test questions are available in HOS Test Items, HOS 17.00.

INSTRUCTIONAL ACTIVITIES

Laboratory Practice:

Have learner practice the positioning and draping of a patient using a peer as the patient. Learner should also practice assembling the necessary equipment.

Clinical Application:

Have learner assist a patient and physician throughout a physical examination.

INSTRUCTIONAL MATERIALS

Equipment:

e. Tongue depresser
f. Vaginal speculum
g. Percussion hammer
h. Gooseneck lamp
i. Lubricant
j. Disposable gloves
k. Waste can
l. Drape material
m. Tissues
n. Paper towels

TASK

17.02 Irrigate EENT
Subtask 17.02a Irrigate an eye(s)

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment irrigate the patient's eye(s).

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.02 Handle sterile equipment

Provide Information On:

a. Purpose of eye irrigations
b. Anatomy of eye*
c. Conditions of the eye*
d. Steps of the procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using a mannequin as a patient.

Laboratory Practice:

Have learner practice the steps of the procedure using a mannequin as the patient.

Clinical Application:

Have learner irrigate a patient's eye.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 17.02 Irrigate EENT
b. AP 5.01* Describe the eye
c. MS 16.01, 16.02* Conditions of the eye

Textbooks:

a. Hornemann
b. Lewis

Equipment:

a. Emesis basin
b. Sterile dropper
c. Sterile cotton balls
d. Sterile solution
e. Sterile medicine glass
f. Mannequin

CLASSROOM HOURS

5

EVALUATION 17.02a (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will irrigate the patient's eye according to performance checklists Intro HO 2.00 and HOS 17.02a.

b. Test questions are available in HOS Test Items HOS 17.00 and All Other Test Items *AP 5.00, *MS 16.00.

TASK

17.02 Irrigate EENT
Subtask 17.02b Irrigate an ear

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, irrigate the patient's ear.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Purpose of ear irrigations
b. Anatomy of the ear*
c. Conditions of the ear*
d. Steps of the procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using a mannequin as a patient.

Laboratory Practice:

Have learner practice the steps of the procedure using a mannequin as the patient.

Clinical Application:

Have learner irrigate a patient's ear.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 17.02 Irrigate EENT
b. AP 5.02* Anatomy of the ear
c. MS 16.03* Diseases and disorders of the ear

Textbooks:

a. Hornemann
b. Lewis

Equipment:

a. Linen savers
b. Emesis basin
c. Syringe or irrigating tubing with ear tip
d. Irrigating solution
e. Mannequin

CLASSROOM HOURS

5

EVALUATION 17.02b

a. Given a patient, physician's orders and the necessary equipment, the learner will irrigate the patient's ear according to performance checklists Intro HO 2.00 and HOS 17.02b.

b. Test questions are available in HOS Test Items HOS 17.00 and All Other Test Items, *AP 5.00, *MS 16.00.

TASK

17.03 Prepare equipment and supplies for sterilization

PERFORMANCE OBJECTIVE

Given a list of the contents needed for a pack or tray, prepare the equipment and supplies and set up the pack or tray for sterilization.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. 5.01 Wash hands
b. 5.02 Handle sterile equipment

Provide Information On:

a. Difference between disinfection and sterilization
b. Methods of sterilization
c. Which methods are appropriate for certain articles
d. Steps of procedures for preparing various articles

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice steps of procedures.

Clinical Application:

Have learner prepare supplies and equipment for sterilization.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 17.03 Clean and sterilize equipment

Textbooks:

HRET, Being a Nursing Aide

A/Vs:

Georgia, "Operating the Autoclave"

Equipment:

a. Sink with running water
b. Detergent
c. Linens (gowns, sheets, towels)
d. Dressings (cotton balls, sponges, compresses)
e. Glassware (syringes, tubing, jars, beakers)

(continued on next page)

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 17.03 (continued)

a. Given a list of the contents for a tray or pack and the necessary equipment, the learner will prepare the supplies and equipment for sterilization according to performance checklist HOS 17.03.

b. Test questions are available in HOS Test Items, HOS 17.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

f. Instruments (hemostats, towel, clamps, retractors)
g. Suture and suture needles
h. Rubber goods (gloves, catheters)

TASK

18.01 Process patients for unit admission

PERFORMANCE OBJECTIVE

Provided a patient, admission forms, agency policy and the necessary equipment, process the patient for admission.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 7.01 Take temperature
c. 7.02 Take pulse
d. 7.03 Take respirations
e. 7.04 Take blood pressure
f. 15.01 Collect a routine urine specimen
g. 4.01 Adjust beds and siderails

Provide Information On:

a. Importance of admission
b. Role of person admitting the patient
c. Ways to comfort patient
d. Steps of admission procedure

Provide A/V On:

Admitting a patient

Demonstration of Tasks:

Admitting a patient

Laboratory Practice:

Have learner practice admitting a patient using a peer as the patient.

Clinical Application:

Have learner admit a patient to a hospital unit.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 18.01 Prepare a unit for admission
b. HOS 18.02 Admit a patient
c. V-TECS Performance Guide #7

Textbooks:

a. HRET, Being a Nursing Aide
b. Lewis

A/Vs:

Trainex, "Admission and Discharge"

Equipment:

continued on back

CLASSROOM HOURS

3

EVALUATION 18.01 (continued)

a. Given a patient, admission forms, agency policy and the necessary equipment, the learner will admit the patient to the hospital unit according to performance checklists Intro HO 2.00 and HOS 18.02 and V-TECS Performance Guide #7.

b. Test questions are available in HOS Test Items, HOS 18.00.

INSTRUCTIONAL MATERIALS

Equipment:

a. Pad and pen
b. Scales
c. Urine specimen container
d. Sphygmomanometer
e. Stethoscope
f. Clinical thermometer
g. Watch with second hand
h. Patient's chart

TASK

18.03 Transfer a patient within the same facility

PERFORMANCE OBJECTIVE

Provided a patient, transfer forms, agency policy and the necessary equipment, transfer the patient from one area of the facility to another.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 8.02 Assist patient with wheelchair
c. 8.05 Transfer patient with stretcher

Provide Information On:

a. Reasons for patient transfer
b. Safety precautions
c. Steps of procedure

Laboratory Practice:

Have learner practice transferring a patient to another locale, using a peer as the patient.

Clinical Application:

Have learner transfer a patient from one area of a facility to another area.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 18.03 Transfer a patient within the facility

Textbooks:

a. HRET, Being a Nursing Aide
b. Wood and Rambo

Equipment:

a. Stretcher
b. Wheelchair
c. Blanket
d. Pillow
e. Patient's personal articles
f. Transfer forms

CLASSROOM HOURS

1 hr.
30 min.

EVALUATION 18.02 (continued)

a. Given a patient, transfer forms, agency policy and the necessary equipment, the learner will transfer the patient to another locale within the facility according to performance checklists Intro HO 2.00 and HOS 18.03.

b. Test questions are available in HOS Test Items HOS 18.00.

TASK

18.03 Discharge a patient

PERFORMANCE OBJECTIVE

Provided a patient, discharge orders, agency policies, discharge forms and the necessary equipment, discharge the patient from the facility.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 8.02 Assist patient with wheelchair
c. 8.05 Transfer patient with stretcher

Provide Information On:

a. Ways of insuring a pleasant discharge period
b. Discharge "Against Medical Advice"
c. Steps of procedure

Provide A/V On:

Discharging a patient

Laboratory Practice:

Have learner practice the steps of the procedure using a peer as the patient.

Clinical Application:

Have learner discharge a patient from the facility.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 18.04 Discharge a patient

Textbooks:

a. HRET, Being a Nursing Aide
b. Lewis

A/Vs:

Trainex, "Admission and Discharge"

Equipment:

a. Wheelchair
b. Stretcher
c. Discharge forms
d. Patient's belongings

CLASSROOM HOURS

10

EVALUATION 18.03 (continued)

a. Given a patient, discharge orders, agency policies, discharge forms and the necessary equipment, the learner will discharge the patient from the facility according to performance checklists Intro HO 2.00 and HOS 18.04.

b. Test questions are available in HOS Test Items, HOS 18.00.

TASK

19.01 Give oral medications*

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders, oral medications and the necessary equipment, set up and administer oral medications.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Basic guides for administering drugs
b. Special procedures for narcotics
c. Types of oral medications
d. Safety precautions
e. Allergic reactions
f. Steps of procedure

Laboratory Practice:

Have learner practice the steps of setting up oral medications. Using a peer as a patient, have learner practice administering an oral medication.

Clinical Application:

Have learner administer oral medications to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 19.01 Administer oral medications
b. MS 2.00 Allergic reactions

Textbooks:

a. Lewis
b. Skelley

Equipment:

a. Kardex
b. Sample oral medications
c. Cups for pills and liquids
d. Medication records
e. Medication cards
f. Tray
g. Pen

CLASSROOM HOURS

8

EVALUATION 19.01 (continued)

a. Given a patient, physician's orders, oral medications and the necessary equipment, the learner will give the patient oral medications according to performance checklists Intro HO 2.00 and HOS 19.01.

b. Test questions are available in HOS Test Items HOS 19.00 and All Other Test Items, BDA 1.00 - 2.00, MS 2.00.

TASK

19.02 Give parenteral medications

PERFORMANCE OBJECTIVE

Given a patient, physician's orders, parenteral medications and the necessary equipment administer parenteral medications.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 19.01 Give oral medications

Provide Information On:

a. Definition of parenteral
b. Types of parenteral medications
c. Safety precautions
d. Modifications for pediatric patients
e. Steps of procedure for each type injection

Provide A/V On:

Giving injections

Provide Demonstration On:

Giving injections

Laboratory Practice:

Have learner practice giving each type injection. Use mannequin initially then have learner administer subcutaneous normal saline injections to peers.

Clinical Application:

Have learner administer parenteral medications to patients.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 19.02 Administer parenteral medications

Textbooks:

a. Lewis
b. Thompson and Rosdahl
c. Wood and Rambo

A/Vs:

Trainex, "Intramuscular and Subcutaneous Injections"

Equipment:

a. Alcohol sponges
b. Multi-dose vial
c. Ampule of drug
d. Single-dose vial

(continued on back)

CLASSROOM HOURS

10 hrs.
30 min.

EVALUATION 19.02 (continued)

a. Given a patient, physician's orders, parenteral medications and the necessary equipment, the learner will give parenteral medications according to performance checklists Intro HO 2.00 and HOS 19.02.

b. Test questions are available in HOS Test Items HOS 19.00 and all Other Test Items, BDA 1.00 - 2.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

e. Kardex
f. Medication cards
g. Varied size syringes
h. Varied size needles
i. Mannequin

TASK

20.01 Put on sterile gown

PERFORMANCE OBJECTIVE

Provided a sterile gown, and the necessary equipment,don the sterile gown after completing a surgical scrub.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 5.02 Handle sterile equipment
c. 5.03 Don sterile gloves

Provide Information On:

a. Sterile attire
b. Purpose of surgical scrub
c. Procedure for scrub and donning sterile gown

Provide A/V On:

Gowning

Demonstration of Tasks:

By instructor or peer who has mastered the task.

Laboratory Practice:

Have learner practice the surgical scrub and donning a sterile gown.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 20.01 Don surgically aseptic attire

Textbooks:

Wood and Rambo

A/Vs:

a. Trainex, "OR Scrubbing, Gowning and Gloving"
b. Georgia, "Aseptic Technique-Correct or Incorrect"

Equipment:

a. Soap in dispenser
b. Scrub sink

(continued on next page)

CLASSROOM HOURS 3 hrs. 30 min.

EVALUATION 20.01 (continued)

a. Given a sterile gown and the necessary equipment, the learner will complete a surgical scrub and don the sterile gown according to performance checklists HOS 20.01a and HOS 20.01b.

b. Test questions are available in HOS Test Items HOS 20.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

c. Orange stick
d. Scrub pad
e. Sterile towel
f. Sterile gown
g. Sterile gloves

TASK

20.02 Describe surgical team

PERFORMANCE OBJECTIVE

Provided the necessary resources, describe the members of the surgical team and the operating room.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 20.01 Don Surgically aseptic attire

Provide Information On:

a. Who team members are
b. Which members are "sterile"
c. Duties of the members
d. Parts of the operating table
e. Other necessary equipment

Provide A/V On:

Operating room furniture

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 20.02 Introduction to OR
b. Ethicon Manual

A/Vs:

Georgia, "Basic OR Furniture"

CLASSROOM HOURS 2

EVALUATION 20.02 (continued)

a. Given the necessary resources, the learner will describe the surgical team and the operating room.

b. Test questions are available in HOS Test Items, 20.00.

TASK

20.03 Pass surgical instruments

PERFORMANCE OBJECTIVE

Provided the necessary equipment, identify and pass surgical instruments.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

HOS 20.01 Don surgically aseptic attire

Provide Information On:

a. Names of basic instruments
b. Use of each instrument
c. How each instrument is passed during surgery

Provide A/V On:

Surgical instruments

Laboratory Practice:

Have learner practice passing surgical instruments.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 20.03 Identify basic surgical instruments

A/Vs:

Georgia:
a. "Basic surgical instruments"
b. "Passing surgical instruments"

Equipment:

a. Surgical clamps
b. Knife holders
c. Refractors
d. Hemostats
e. Scissors
f. Forceps

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 20.03 (continued)

a. Given the necessary equipment,the learner will identify and pass surgical instruments according to performance checklist HOS 20.03.

b. Test questions are available from HOS Test Items, 20.00

TASK

20.04 Drape patient for surgery

PERFORMANCE OBJECTIVE

Provided a patient being prepared for surgery and the necessary equipment, drape the patient for the surgical procedure.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

HOS 20.01 Don surgically aseptic attire

Provide Information On:

a. Draping required for different surgical sites
b. Types of drapes
c. How to keep area sterile
d. How to remove drapes after surgery, and proper disposal

Provide A/V On:

Surgical draping

Laboratory Practice:

Have learner practice surgical draping using a mannequin as the patient.

Clinical Application:

Have learner drape a patient for surgery.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 20.04 Drape patient for surgery
b. Ethicon Manual

A/Vs:

Georgia, "Basic draping procedure"

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 20.04 (continued)

a. Given a patient and the necessary equipment, the learner will drape a patient for surgery according to performance checklist HOS 20.04.

b. Test questions are available in HOS Test Items, 20.04

TASK

21.01 Measure intake and output

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment and supplies, measure the patient's intake and output.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Importance of intake and output
b. Body fluids that are measured
c. Metric equivalents
d. Steps of procedure

Provide A/V On:

Measuring I and O

Laboratory Practice:

Have learner practice converting household quantities to metric quantities and record keeping.

Clinical Application:

Have measure and record a patient's I and O.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 21.01 Measure I and O

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Intake and Output"

Equipment:

a. I and O record
b. Graduated cylinder
c. Conversion table
d. Pencil and pad
e. Sign

CLASSROOM HOURS

2

EVALUATION 21.01 (continued)

a. Given a patient, physician's orders and the necessary equipment and supplies, the learner will measure and record the patient's intake and output according to performance checklists Intro HO 2.00 and HOS 21.01.

b. Test questions are available in HOS Test Items, HOS 21.00.

TASK

21.02 Care for a patient receiving IV infusion

PERFORMANCE OBJECTIVE

Given a patient receiving an IV infusion, assist the patient with daily activities and regulate the IV flow rate.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 2.04 Dress an adult patient
c. 21.01 Measure intake and output

Provide Information On:

a. What IV infusion is
b. Ways to insure patient's safety and comfort
c. How to assist the patient in dressing and ambulating
d. How to regulate IV flow rate (V-TECS Performance Guide #111)

Provide A/V On:

IV therapy

Laboratory Practice:

Have learner practice calculating IV flow rate.

Clinical Application:

Have learner assist a patient who is receiving an IV infusion.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 21.02 Care for a patient receiving IV therapy

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Care of Your Patient Receiving Intravenous Therapy"

Equipment:

a. Practice IV set
b. Mannequin
c. Watch with second hand

CLASSROOM HOURS

2

EVALUATION 21.02 (continued)

a. Given a patient receiving an IV infusion, the learner will assist the patient with daily care and will regulate the IV flow rate according to performance checklist Intro HO 2.00, HOS 21.02 and V-TECS Performance Guide #111.

b. Test questions are available in HOS Test Items HOS 21.00.

TASK

21.03 Assist a patient with fluid imbalance

PERFORMANCE OBJECTIVE

Given a patient with a fluid imbalance and physician's orders, give the patient the nursing care required to keep the patient safe and comfortable.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 21.01 Measure I and O
c. 21.02 Give care to patient receiving IV infusion
d. 1.03 Give back rub
e. 2.01 Give bed bath
f. 1.01 Maintain oral hygiene
g. 4.03 Make occupied bed
h. 10.02 Apply sterile dressing

Provide Information On:

a. Fluid and electrolyte balance*
b. Causes of imbalance
c. Fluid needs of burned patient*
d. Special care required to provide safety and comfort
e. When fluids are forced or limited

Provide A/V On:

Fluid retention and fluid loss

Clinical Application:

Have learner give care to a patient with a fluid imbalance.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 21.03 Assist patient with a fluid imbalance
b. AP 11.00* Body fluids
c. MS 7.03* Care of burns

Textbooks:

a. Keane
b. Lewis

A/Vs:

Trainex: a. "Fluid Retention - Edema"
b. "Fluid Loss"

CLASSROOM HOURS 9

EVALUATION 21.03 (continued)

a. Given a patient with a fluid imbalance and physician's orders, the learner will give the necessary nursing care as stated on the performance checklists Intro HO 2.00 and HOS 21.03.

b. Test questions are available in HOS Test Items HOS 21.00 and All Other Test Items, *AP 11.00 and *MS 7.03.

TASK

22.01 Record nursing care

PERFORMANCE OBJECTIVE

Given a patient's chart and pertinent information regarding nursing care, observations, tests, treatments, procedures or situations, record the information.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. AP 1.02 Word elements and medical terms
b. BDA 2.02 Medical abbreviations

Provide Information On:

a. How to observe patient
b. Subjective and objective reporting
c. Setting up a chart
d. Writing nursing notes
e. Developing a nursing care plan

Provide A/V On:

Observing and charting

Laboratory Practice:

Have learner practice setting up a patient's chart and chart nursing notes according to simulated patient conditions.

Clinical Application:

Have learner record the nursing care given to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 22.01 Record nursing care

Textbooks:

a. Hornemann
b. HRET, Being a Nursing Aide
c. Lewis

A/Vs:

Trainex, "Observation and Charting"

Equipment:

a. Basic chart forms according to agency requirements
b. Pen
c. Simulated patient situations and care given

CLASSROOM HOURS 3 hrs. 30 min.

EVALUATION 22.01 (continued)

a. Given a patient's chart and pertinent information regarding nursing care, observations, test, treatments, procedures or situations, the learner will record the information according to performance checklist HOS 22.01.

b. Test questions are available in HOS Test Items HOS 22.00 and All Other Test Items AP 1.02, BDA 2.02.

TASK

22.02 Transcribe physician's orders

PERFORMANCE OBJECTIVE

Given a patient's chart, physician's orders and the necessary equipment, transcribe the orders.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. AP 1.02 Word elements and medical terminology
b. BDA 2.02 Medical abbreviations

Provide Information On:

a. Types of orders
b. Terminology
c. Abbreviations and symbols
d. Forms used
e. Steps of procedure

Provide A/V On:

Transcribing orders

Laboratory Practice:

Have learner practice transcribing doctor's orders using a set of simulated orders.

Clinical Application:

Have learner transcribe physician's orders for a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 22.02 Transcribe physician's orders

Textbooks:

a. HRET, Ward Clerk
b. Lewis
c. Wood and Rambo

A/Vs:

Trainex, "Transcribing the Doctor's Orders"

Equipment:

a. Physician's order sheet
b. Kardex and nursing care cards
c. Imprinter and patient I.D. plate
d. Requisition forms

CLASSROOM HOURS	4

EVALUATION 22.02 (continued)

a. Given a patient's chart, physician's orders and the necessary equipment, the learner will transcribe the orders according to performance checklist HOS 22.01.

b. Test questions are available in HOS Test Items HOS 22.00.

TASK

22.03 Receive and deliver mail, gifts and flowers

PERFORMANCE OBJECTIVE

Given a patient and his/her mail, gifts or flowers, deliver the articles to the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. PVR 3.00 Your patient
b. MHI 1.00 Mental health

Provide Information On:

a. Emotional needs of patients
b. Why attention to personal articles improves patient's emotional security
c. Steps of procedure

Laboratory Practice:

a. Have learner practice the task, using a classmate as a patient.
b. VTR of practice with play-back to improve self-awareness and importance of communication

Clinical Application:

Have learner deliver mail, gifts and/or flowers to a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 22.03 Receive and deliver mail, gifts and flowers

Textbooks:

a. HRET, Ward Clerk
b. Rambo

Equipment:

Sample letters, flowers, or gifts

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 22.03 (continued)

a. Given a patient and his/her mail, gifts and/or flowers, the learner will deliver the articles according to performance checklists HOS 22.03.

b. Test questions are available in HOS Test Items HOS 2.00.

TASK

22.04 Schedule patient test, examination and treatment

PERFORMANCE OBJECTIVE

Provided a list of services rendered a patient, or equipment and supplies used for patient care, fill out a requisition or charge slip for each.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Type services and supplies which require a requisition or charge
b. How patient identification is transferred to charge slip
c. Steps of procedure

Demonstration of Tasks:

Completing requisition slips and use of imprinter and patient identification stamp

Laboratory Practice:

Have learner practice filling out charge slips.

Clinical Application:

Have learner fill out charge slips for a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 22.04 Schedule patient test, examination and treatment

Textbooks:

Wood and Rambo

Equipment:

a. Requisition
b. Charge slip
c. Imprinter
d. Patient stamp

CLASSROOM HOURS

2

EVALUATION 22.04 (continued)

a. Given a list of services rendered a patient or equipment and supplies used for patient care, the learner will fill out charge slips according to performance checklists HOS 22.04.

b. Test questions are available in HOS Test Items HOS 22.00.

TASK

22.05 Use telephone for accepting and relaying messages

PERFORMANCE OBJECTIVE

Given a telephone, receive a message and relay it to the appropriate person

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

22.02 Transcribing physician's orders

Provide Information On:

a. Importance of good telephone manners
b. Answering the telephone
c. Placing outgoing calls
d. Transferring calls
e. Recording and delivering messages
f. Steps of procedure

Laboratory Practice:

Using taped recordings of telephoned messages, have learner practice receiving and relaying messages by recording his/her response and listening to the session for self-evaluation purposes.

Clinical Application:

Have learner use the telephone for accepting and relaying messages.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 22.05 Accept and relay telephone messages

Textbooks:

a. HRET, Ward Clerk
b. Wood and Rambo

Equipment:

a. Tape recorder
b. With sample
c. Messages
d. Telephone

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 22.05 (continued)

a. Given a telephone, the learner will receive a message and relay it to the appropriate person according to performance checklist HOS 22.05.

b. Test questions are available in HOS Test Items HOS 22.00.

TASK

22.06 Maintain Inventory

PERFORMANCE OBJECTIVE

Provided a hospital or office setting and the necessary supplies, inventory the supplies and equipment as required by the agency.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Purpose of inventory
b. Why it's important
c. How it is completed

Demonstration of Tasks:

By instructor or a peer who has mastered the task

Laboratory Practice:

Have learner practice the task in the laboratory.

Clinical Application:

Have learner maintain an inventory of supplies and equipment in the clinical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 22.06 Maintain inventory

Textbooks:

HRET, Ward Clerk

Equipment or Supplies:

a. Inventory sheets
    1. Clerical
    2. Equipment
    3. Supplies
b. Storage area containing various equipment and supplies

CLASSROOM HOURS 3

EVALUATION 22.06 (continued)

a. Given an inventory sheet, equipment and supplies, the learner will complete the sheet after counting the items on hand.

b. Test questions are available in HOS Test Items HOS 22.00.

TASK

22.07 Conduct a patient census

PERFORMANCE OBJECTIVE

Provided a patient census report form, record the total number of patients on the unit, section or facility.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. What the census is
b. Why it is necessary
c. How it is completed

Laboratory Practice:

Have learner examine the required forms and with a simulated Kardex and patient data complete a census form.

Clinical Application:

Have learner complete a patient census report.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 22.07 Prepare and maintain daily census

Textbooks:

a. HRET, Ward Clerk
b. Wood and Rambo

Equipment:

a. Census form
b. Kardex
c. Patient data

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 22.07 (continued)

a. Given a patient census report form, the learner will record the total number of patients in the unit, section or facility according to performance checklist HOS 22.07 or V-TECS Performance Guide #1.

b. Test questions are available in HOS Test Items HOS 22.00.

TASK

22.08 Record temperature, pulse, respiration and blood pressure

PERFORMANCE OBJECTIVE

Provided a patient's chart, a graphic sheet and a list of TPR and blood reading, record the vital signs.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Vital signs
b. Why a special form is used for recording vital signs
c. When "Re-takes" are required
d. Steps of procedure

Provide A/V On:

Recording vital signs

Laboratory Practice:

Have learner record vital signs on a graphic sheet using simulated data.

Clinical Application:

Have the learner record the patient's temperature, pulse, respiration and blood pressure.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 22.08 Graph T.P.R.

Textbooks:

a. Caldwell and Hegner
b. HRET, Ward Clerk

A/Vs:

Georgia, "Completing the Graphic Form for the Patient's Chart"

Equipment:

a. Patient data
b. Patient chart
c. Graphic sheet
d. Pen with colored ink according to agency policy

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 22.08 (continued)

a. Given the necessary materials and patient data, the learner will record the vital signs according to performance checklist HOS 22.08.

b. Test questions are available in HOS Test Items HOS 22.00.

TASK

23.01 Carry infant

PERFORMANCE OBJECTIVE

Provided an infant, use the appropriate holds to carry the infant.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Reasons for special ways to carry infants
b. Types of carry
c. Safety factors
d. Procedure for each type carry

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using an infant mannequin

Laboratory Practice:

Have learner practice the three ways to carry an infant, using an infant mannequin.

Clinical Application:

Have learner use the three types of holds to carry an infant.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 23.01 Carry infant
b. NC 2.00* The infant

Textbooks:

a. Brigley
b. Hamilton

Equipment:

Infant mannequin

CLASSROOM HOURS

3

EVALUATION 23.01 (continued)

a. Given an infant, the learner will carry the infant according to performance checklists Intro HO 2.00 and HOS 23.01.

b. Test questions are available in HOS Test Items HOS 23.00 and All Other Test Items, *NC 2.00.

TASK

23.02 Weigh and measure infant

PERFORMANCE OBJECTIVE

Provided an infant and the necessary equipment, weigh and measure the infant.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 23.01 Carry infant

Provide Information On:

a. Why accurate weight is important in infant care
b. Reason for length measurement
c. Safety factors
d. Steps of procedure

Demonstration of Tasks:

By instructor or peer who has mastered task using infant mannequin

Laboratory Practice:

Have learner practice weighing and measuring an infant, using an infant mannequin.

Clinical Application

Have learner weigh and measure an infant.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 23.02 Weigh and measure infant
b. NC 2.00* The infant

Textbooks:

a. Brigley
b. Hamilton

Equipment:

a. Infant scales
b. Liner for scales
c. Paper for flat surface
d. Pencil
e. Tape measure
f. Infant mannequin

CLASSROOM HOURS 3

EVALUATION 23.02 (continued)

a. Given an infant, the learner will weigh and measure the infant according to performance checklists Intro HO 2.00 and HOS 23.00.

b. Test questions are available in HOS Test Items, HOS 23.00 and All Other Test Items *NC 2.00.

TASK

23.03 Collect urine specimen from an infant

PERFORMANCE OBJECTIVE

Provided an infant and the necessary equipment, collect a urine specimen.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 15.01 Collect a routine urine specimen

Provide Information On:

a. When a urine specimen is needed from infants*
b. Type of equipment needed
c. Steps of procedure

Demonstration of Tasks:

By instructor or peer who has mastered the task using an infant mannequin

Laboratory Practice:

Have learner practice the steps of the procedure using an infant mannequin.

Clinical Application:

Have learner collect a urine specimen from an infant patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 23.03 Collect urine specimen
b. NC 2.02* Disorders of infant
c. NC 3.02* Disorders of toddler
d. NC 1.00* The hospitalized child

Textbooks:

a. Brigley
b. Hamilton

Equipment:

a. Pediatric urine collector
b. Cotton balls
c. Soap and water
d. Infant mannequin

CLASSROOM HOURS

10 hrs.
30 min.

EVALUATION 23.03 (continued)

a. Given an infant and the necessary equipment, the learner will collect a urine specimen according to performance checklists Intro HO 2.00 and HOS 23.03.

b. Test questions are available in HOS Test Items HOS 23.00, and All Other Test Items, *NC 2.00, *NC 3.00, *NC 1.00.

TASK

23.04 Give daily care to the newborn

PERFORMANCE OBJECTIVE

Provided an infant and the necessary equipment, give the infant daily care to include: sponge bath, cleansing female genitalia, care of circumcision, cord care and dressing of the infant.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 23.01 Carry infant

Provide Information On:

a. Care given to a newborn
b. What type bath
c. Care of cord
d. Care of circumcision
e. Care of female genitalia
f. Steps of procedure

Provide A/V On:

Newborn care

Laboratory Practice:

Have learner practice the procedure using the infant mannequin.

Clinical Application:

Have learner give daily care to a newborn.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 23.04 Daily care to newborn
b. MN 4.01* Care of the newborn

Textbooks:

a. Brigley
b. Hamilton

A/Vs:

Trainex, "Introduction to Infant Care"

Equipment:

a. Basin with warm water
b. Mild soap
c. Wash cloth

(continued on back)

CLASSROOM HOURS 4

EVALUATION 23.04 (continued)

a. Given an infant and the necessary equipment, the learner will give the infant daily care according to performance checklists Intro HO 2.00 and HOS 23.04.

b. Test questions are available in HOS Test Items HOS 23.00 and All Other Test Items, *MN 4.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

d. Towels
e. Cotton swabs
f. Cotton balls
g. Waste container
h. Baby clothes
i. Cornstarch (optional)

TASK

23.05 Feed infant

PERFORMANCE OBJECTIVE

Provided an infant and the prescribed formula, feed the infant or assist mother to breast feed infant.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 23.01 Carry infant

Provide Information On:

a. Nutritional needs of newborn and infant
b. Importance of breast feeding
c. Types of formula
d. Steps of procedures in bottle feeding an infant and assist a mother to breast feed

Provide A/V On:

Feeding an infant

Laboratory Practice:

Have learner practice bottle feeding an infant using the infant mannequin. Have learner practice giving instructions to a nursing mother, using a peer as the mother.

Clinical Application:

Have learner feed an infant or assist a mother to breast feed.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 23.05 Feed infant
b. NDT 4.02* Nutrition in infancy
c. MN 4.01* Care of the newborn

Textbooks:

a. Brigley
b. Hamilton

Equipment:

a. Gown
b. Bottle with formula
c. Diaper or towel
d. Towelettes
e. Infant mannequin

A/Vs:

Trainex a. "Bottle Feeding"
b. "Infant Care-Breast Feeding"

CLASSROOM HOURS 2

a. Given an infant and the necessary equipment, the learner will feed the infant formula from a bottle or assist the mother to breast feed the infant according to performance checklists Intro HO 2.00, HOS 23.05a and HOS 23.05b.

b. Test questions are available in HOS Test Items HOS 23.00 and All Other Test Items, *NDT 4.02, *MN 4.01.

TASK

24.01 Count and report fetal heart rate

PERFORMANCE OBJECTIVE

Provided a second or third trimester prenatal patient and a fetascope or an ultrasonic transducer, count and report the fetal heart rate.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Anatomy of reproductive system
b. Fetal development
c. Purpose of monitoring fetal heart rate
d. Maternal prenatal care*
e. Complications during pregnancy
f. How to use fetoscope or
g. Ultrasonic transducer
h. How to determine if FHR is normal

Provide A/V On:

Pregnancy

Demonstration of Tasks:

Use of equipment

Laboratory Practice:

Have learner practice using the equipment.

Clinical Application:

Have learner count and report the fetal heart rate of a prenatal patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 24.01 Count and report FHR
b. AP 9.00* Anatomy of reproductive system
c. MN 1.00* Fetal development
d. MN 2.01* Prenatal care
e. MN 2.02* Complications during pregnancy*

A/Vs:

Trainex a. "Fetal Development"
b. "Complications of Pregnancy"

Textbooks:

a. Bethea
b. Anderson and Shapiro

Equipment:

(continued on next page)

CLASSROOM HOURS 21

EVALUATION 24.01 (continued)

a. Given a second or third trimester prenatal patient and the necessary equipment, the learner will count and report the fetal heart rate according to performance checklists Intro HO 2.00 and HOS 24.01.

b. Test items are available in HOS Test Items HOS 24.00 and All Other Test Items AP 9.00, *MN 1.00, *MN 2.00.

TASK

24.02 Time contractions

PERFORMANCE OBJECTIVE

Provided a patient in labor and the necessary equipment, time the patient's contractions.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 24.01 Count FHR
c. 7.00 Take vital signs
d. 16.01 Give enema
e. 28.01 Give pre-op skin care

Provide Information On:

a. Physiologic mechanisms of labor*
b. Normal progress of labor*
c. Complications of labor*
d. Importance of character of contractions
e. Procedure for timing contractions

Provide A/V On:

Labor

Laboratory Practice:

Have learner study the forms used for recording progress of labor then review the steps for timing contractions.

Clinical Application:

Have learner time the contractions of a patient in labor.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 24.02 Time contractions
b. MN 3.01* Normal labor
c. MN 3.02* Complications of labor

Textbooks:

a. Bethea
b. Anderson and Shapiro

A/Vs:

Trainex a. "Labor"
b. "Delivery"

Equipment:

a. Chart forms for recording contractions
b. Pen
c. Watch with second hand

CLASSROOM HOURS

9

EVALUATION 24.02 (continued)

a. Given a patient in labor and the necessary equipment, the learner will time the patient's contractions according to performance checklists Intro HO 2.00 and HOS 24.02.

b. Test questions are available in HOS Test Items HOS 24.00 and All Other Test Items, *MN 3.00.

TASK

24.03 Suction infant's respiratory passages

PERFORMANCE OBJECTIVE

Provided an infant and the necessary equipment and supplies, suction the infant's respiratory passages.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Purpose of suctioning
b. Premature births*
c. Congenital abnormalities*
d. Birth injuries*
e. Steps of procedure
f. Safety factors

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using the infant mannequin

Laboratory Practice:

Have learner practice the steps of the procedure using the infant mannequin.

Clinical Application:

Have learner suction an infant's respiratory passages.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 24.03 Suction infant's respiratory passages
b. MN 4.02* Premature newborn and congenital abnormalities
c. MN 4.03* Birth injuries and diseases

Textbooks:

Bethea

Equipment:

a. Infant size bulb syringe
b. Catheter
c. Suction
d. Infant mannequin

CLASSROOM HOURS 6

EVALUATION 24.02 (continued)

a. Given a patient in labor and the necessary equipment, the learner will time the patient's contractions according to performance checklists Intro HO 2.00 and HOS 24.02.

b. Test questions are available in HOS Test Items HOS 24.00 and All Other Test Items, *MN 3.00.

TASK

24.04 Identify newborn using bracelets and imprints

PERFORMANCE OBJECTIVE

Provided a newborn, agency policy and the necessary equipment, identify the newborn using bracelets and imprints.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Why accurate identification is important
b. Equipment used
c. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using infant mannequin

Laboratory Practice:

Have learner practice the steps of the procedure using the infant mannequin.

Clinical Application:

Have learner identify a newborn using bracelets and imprints.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 24.04 Identify newborn

Textbooks:

a. Bethea
b. Brigley

Equipment:

a. Pen
b. ID bracelets
c. Cleansing solution
d. Gauze sponges for drying infant's foot
e. Ink pad
f. Chart form for prints
g. Infant mannequin

CLASSROOM HOURS 1

EVALUATION 24.04 (continued)

a. Given a newborn, agency policy and the necessary equipment, the learner will identify the newborn according to performance checklists Intro HO 2.00 and HOS 24.04.

b. Test questions are available in HOS Test Items HOS 24.00.

TASK

24.05 Irrigate eyes with silver nitrate

PERFORMANCE OBJECTIVE

Provided a newborn and the necessary supplies, instill a 1% solution of silver nitrate into both eyes and irrigate the eyes according to agency policy.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Purpose of silver nitrate treatment to eyes of newborn
b. Veneral diseases: transmission, treatment and prevention
c. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using the infant mannequin

Laboratory Practice:

Have learner practice the steps of the procedure using the infant mannequin.

Clinical Application:

Have learner irrigate silver nitrate into a newborn's eyes.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 24.05 Irrigate eyes with silver nitrate
b. MS 18.04* Veneral diseases

Textbooks:

a. Bethea
b. Brigley

Supplies:

a. Sterile cotton balls
b. Sterile water
c. 1% solution of silver nitrate
d. Infant mannequin

CLASSROOM HOURS 3

EVALUATION 24.05 (continued)

a. Given a newborn and the necessary supplies, the learner will irrigate the newborn's eyes with a 1% silver nitrate solution according to performance checklists HO 2.00 and HOS 24.05.

b. Test questions are available in HOS Test Items HOS 24.00 and All Other Test Items, *18.00.

TASK

24.06 Give perineal care

PERFORMANCE OBJECTIVE

Provided a patient requiring perineal care, physician's orders and the necessary equipment, give the patient perineal care.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. What perineal care is
b. Patients who need perineal care*
c. Immediate post-partum patient*
d. Daily post-partum patient*
e. Family planning*
f. Safety factors
g. Steps of procedure

Provide A/V On:

Perineal care

Laboratory Practice:

Have learner practice the steps of the procedure using a mannequin as the patient.

Clinical Application:

Have learner give perineal care to a patient.

Related Tasks:

a. 10.01 Apply binders
b. 11.01 Apply local cold treatment
c. 11.03 Apply local heat
d. 11.04 Assist with sitz bath

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 24.06 Give perineal care
b. MN 5.01* Immediate post-partum care
c. MN 5.02* Daily post-partum care
d. MN 6.00* Family planning

Textbooks:

a. Bethea
b. Anderson and Shapiro

A/Vs:

Trainex, "Perineal Care"

Equipment:

(continued on back)

CLASSROOM HOURS 17

EVALUATION 24.06 (continued)

a. Given a patient who needs perineal care, physician's orders and the necessary equipment, the learner will give perineal care according to performance checklists Intro HO 2.00 and HOS 24.06.

b. Test questions are available in HOS Test Items, HOS 24.06 and All Other Test Items, *MN 5.00, *MN 6.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

a. Bedpan
b. Solution prescribed
c. Peri bottle
d. Cotton swabs
e. Peri pad
f. Heat lamp (optional)
g. Mannequin
h. Linen savers

TASK

24.07 Administer vaginal irrigations and medications

PERFORMANCE OBJECTIVE

Provided a female patient, physician's orders and the necessary equipment, irrigate the vaginal canal or administer vaginal medication.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Purpose of vaginal irrigation
b. Anatomy of female reproductive system
c. Conditions of the female reproductive system*
d. Steps of procedure

Provide A/V On:

Vaginal irrigations

Laboratory Practice:

Have learner practice the steps of the proceudre, using a mannequin as the patient.

Clinical Application:

Have learner irrigate the vaginal canal of a female patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 24.07 Irrigate vaginal canal
b. V-TECS Performance Guide #79
c. MS 18.01, 18.02 Conditions of female reproductive system
d. AP 9.00 Reproductive system

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Vaginal Douche"

(continued on next page)

CLASSROOM HOURS 5

EVALUATION 24.07 (continued)

a. Given a female patient, physician's orders and the necessary equipment, the learner will irrigate the vaginal canal according to performance checklists Intro HO 2.00 and HOS 24.07.

b. Test questions are available in Test Items HOS 24.07 and All Other Test Items, *MS 18.00, *AP 9.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

a. Irrigating bag/can
b. Irrigating nozzle
c. Rubber tubing and clamp
d. Linen savers/protector
e. Solution as ordered
f. Mannequin

TASK

25.01 Use laboratory glassware

PERFORMANCE OBJECTIVE

Provided the necessary equipment identify, use and clean laboratory glassware safely.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Types of glassware used
b. How each type is used
c. Safety practices
d. Why glassware must be washed in a particular manner
e. Steps in washing glassware

Provide A/V On:

Glassware in the medical laboratory

Laboratory Practice:

Have learner identify glassware and practice washing it.

Clinical Application:

Have learner maintain glassware in a medical laboratory.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 25.01 Recognize glassware
b. HOS 25.02 Wash glassware

Textbooks:

Lee

A/Vs:

Georgia:
a. "Washing Glassware"
b. "Pipetting"
c. "Using a Graduated Cylinder"

Equipment:

continued on back

CLASSROOM HOURS

4 hrs.
30 min.

EVALUATION 25.01 (continued)

a. Given the necessary equipment, the learner will use laboratory glassware according to performance checklists HOS 25.01 and 25.01b.

b. Test questions are available in HOS Test Items, 25.00.

INSTRUCTIONAL MATERIALS

Equipment:

a. Pipets
b. Test tubes
c. Graduated cylinders
d. Erlenmeyer flask
e. Colored solution

TASK

25.02 Obtain blood from a vein

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, obtain blood from the patients vein for laboratory tests.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. What venipuncture is
b. Why it is performed
c. Where it is performed
d. Steps of procedure

Provide A/V On:

Venipuncture

Laboratory Practice:

Have learner practice venipuncture using a classmate as the patient.

Clinical Application:

Have learner obtain blood from a patients vein.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 25.03 Obtain blood from a vein

Textbooks:

Lee

A/Vs:

Georgia, "Venipuncture Using Vacutainer System"

Equipment:

a. Vacutainer/syringe
b. Tourniquet
c. Alcohol sponge
d. Gauze
e. Label

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 25.02 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will obtain blood from the patients vein according to performance checklist HOS 25.03.

b. Test questions are available in HOS Test Items 25.00.

TASK

25.03 Perform capillary puncture

PERFORMANCE OBJECTIVE

Given a patient, physician's orders and the necessary equipment, obtain a sample of capillary blood by performing a capillary puncture.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Reason for capillary puncture
b. Constituents of blood
c. Tests performed on
d. Disease conditions identified by these tests

Demonstration of Task:

By instructor or a peer who has mastered the task using a classmate as the patient

Laboratory Practice:

Have learner perform a capillary puncture on classmates.

Clinical Application:

Have learner perform a capillary puncture on a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 25.04 Capillary puncture
b. AP 3.01* Describe the blood
c. AP 3.04* Lymph system
d. MS 8.00* Conditions of blood and lymph

Textbooks:

Lee

Equipment:

a. Alcohol sponges
b. Sterile dry sponges
c. Lancets
d. Capillary tubes

CLASSROOM HOURS

17

EVALUATION 25.03 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will collect a sample of capillary blood by performing a capillary puncture according to performance checklists Intro HO 2.00 and HOS 25.04.

b. Test questions are available in HOS Test Items HOS 25.00 and All Other Test Items, *AP 3.00, *MS 8.00.

TASK

25.04 Measure hemoglobin

PERFORMANCE OBJECTIVE

Provided a blood sample from a patient, physician's orders and the necessary equipment, measure the hemoglobin content of the patient's blood.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 25.01 Perform capillary puncture

Provide Information On:

a. Review of the function of hemoglobin*
b. Review of the conditions which affect the hemoglobin in the blood*
c. Steps of procedure
d. Sources of error in readings

Provide A/V On:

Measuring hemoglobin

Laboratory Practice:

Have learner practice the steps of the procedure using blood samples collected from classmates.

Clinical Application:

Have learner measure the hemoglobin of a patient's blood sample.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 25.05 Measure hemoglobin
b. AP 3.01* Describe the blood
c. MS 8.00* Conditions of the blood

Textbooks:

a. Lee
b. Oppenheim

Slide/Tape Program:

Georgia, "Hemoglobin"

Equipment:

a. Hb-meter
b. Alcohol sponges
c. Sterile dry sponges
d. Lancets

CLASSROOM HOURS

2

EVALUATION 25.04 (continued)

a. Given a patient's blood sample, physician's orders and the necessary equipment, the learner will measure the hemoglobin content of the patient's blood according to performance checklists Intro HO 2.00 and HOS 25.05.

b. Test questions are available in HOS Test Items HOS 25.00 and All Other Test Items, *AP 3.00, *MS 8.00.

TASK

25.05 Measure hematocrit

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, measure the hematocrit of the patients blood.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. HOS 25.04 Perform capillary puncture

Provide Information On:

a. Definition of hematocrit
b. Why it is measured
c. Steps of procedure

Provide A/V On:

Measuring hematocrit

Laboratory Practice:

Have learner measure a classmates hematocrit.

Clinical Application:

Have learner measure a patients hematocrit.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 25.06 Measure Hematocrit

Textbooks:

a. Lee
b. Oppenheim

A/Vs:

Georgia, Hematocrit"

Equipment:

a. Capilliary tubes
b. Gauze wipes
c. Clay
d. Centrifuge

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 25.05 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will measure the patient's hematocrit according to performance checklist HOS 25.06.

b. Test questions are available in HOS Test Items, 25.00.

TASK

25.06 Perform basic tests on urine specimens

PERFORMANCE OBJECTIVE

Provided a urine specimen and the necessary equipment, test urine with dipstick for chemical constitutents and prepare a urine sediment for microscopic examination.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

HOS 25.01 Use laboratory glassware

Provide Information On:

a. Purpose of urinalysis
b. Normal appearance of urine
c. Normal chemical constitutents of urine
d. Steps of procedure

Demonstration of Tasks:

By instructor or peer who has mastered the task

Laboratory Practice:

Have learner complete dipstick tests and prepare a urine sediment for microscopic examination.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 25.07 Introduction to urinalysis

Textbooks:

a. Lee
b. Oppenheim

Equipment:

a. Various urine specimens
b. Centrifuge
c. Test tubes
d. Microscope slides and covers
e. Urinometer/refractometer

CLASSROOM HOURS 3

EVALUATION 25.06 (continued)

a. Given a urine specimen and the necessary equipment, the learner will perform basic urinalysis with a dipstick and prepare a urine sediment.

b. Test questions are available in HOS Test Items 25.00.

TASK

25.07 Determine blood types

PERFORMANCE OBJECTIVE

Provided a blood sample and the necessary equipment, determine the ABO blood group of the sample.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

HOS 25.03 Perform venipuncture

Provide Information On:

a. What ABO system is
b. Why knowledge of blood type is important
c. Steps of procedure

Demonstration of Tasks:

By instructor or peer who has mastered the task

Laboratory Practice:

Have learner practice task by determining the blood group of several classmates.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 25.08 Determine the ABO blood group of blood

Textbooks:

Oppenheim

Equipment:

a. Microscope slides
b. Applicator sticks
c. Marking pen
d. Blood sample

CLASSROOM HOURS

4

EVALUATION 25.07 (continued)

a. Given a blood sample and the necessary equipment,the learner will determine the ABO blood group of the sample.

b. Test questions are available in HOS Test Items 25.00.

TASK

25.08 Perform simple bacteriology tests

PERFORMANCE OBJECTIVE

Provided specimens and the necessary equipment streak plates and stain specimens for bacterial identification.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Purpose of bacteriology
b. Types of bacteria
c. Reasons for identification of bacteria
d. Methods of identifying bacteria

Demonstration of Tasks:

By instructor or peer who has mastered the task

Laboratory Practice:

Have learner prepare specimens for bacterial identification

Related Tasks:

a. HOS 5.00 Aseptic technique
b. MS 1.00 Body's response to disease

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 25.09 Perform simple bacteriology

Textbooks:

a. Lee
b. Oppenheim

Equipment:

a. Specimens/cultures
b. Glass slides
c. Gentian violet
d. Sodium bicarbonate
e. Grams iodine solution
f. Acetone
g. Alcohol
h. Safranin solution
i. Droppers
j. Microscope

CLASSROOM HOURS

6 hrs.
30 min.

EVALUATION 25.08 (continued)

a. Given specimens and the necessary equipment the learner will streak plates and stain specimens for bacterial identification.

b. Test questions are available in HOS Test Items 25.00.

TASK

25.09 Prepare blood smears

PERFORMANCE OBJECTIVE

Provided blood samples and the necessary equipment, prepare blood smears.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. HOS 25.01 Use laboratory glassware
b. HOS 25.03 Perform venipuncture
c. HOS 25.04 Perform capillary puncture

Provide Information On:

a. Purpose of blood smears
b. Steps of procedure
c. Sources of error

Demonstration of Tasks:

By instructor or peer who has mastered the task

Laboratory Practice:

Have learner prepare blood smears.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 25.10 Prepare blood smears

Textbooks:

Oppenheim

Equipment:

a. Microscope slides
b. Blood samples

CLASSROOM HOURS 3 hrs. 30 min.

EVALUATION 25.09 (continued)

a. Given a blood sample and the necessary equipment, the learner will prepare a blood smear.

b. Test questions are available in HOS Test Items, 25.00.

TASK

26.01 Provide care for a patient with a cast

PERFORMANCE OBJECTIVE

Provided a patient who has a newly applied cast, physician's orders and the necessary equipment, provide care to the patient which will prevent complications.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 9.01 Position patient

Provide Information On:

a. Why a cast is applied
b. Structure and functions of bones*
c. Types of fractures
d. Surgical treatment of skeletal conditions*
e. Steps to prevent complications after a cast is applied

Provide A/V On:

Cast care

Laboratory Practice:

Have learner practice positioning a patient with a cast, using a mannequin as the patient.

Clinical Application:

Have the learner give care to a patient with a newly applied cast.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 26.01 Care for patient with a cast
b. HOS 12.03 Immobilize a fracture
c. AP 2.01* Bone structure and function
d. MS 14.03* Traumatic injuries and surgical conditions of bones

Textbooks:

a. Broadwell and Milutinovic
b. Johnston and Hood

A/Vs:

Trainex, "Care of a Patient in a Cast"

Equipment:

(continued on back)

CLASSROOM HOURS

8 hrs.
30 min.

EVALUATION 26.01 (continued)

a. Given a patient with a newly applied cast, physician's orders and the necessary equipment, the learner will provide care to the patient according to performance checklist HOS 26.01.

b. Test questions are available in HOS Test Items, HOS 26.00 and All Other Test Items, *AP 2.01, *MS 14.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

a. Mannequin
b. Pillows
c. Hospital bed

TASK

26.02 Apply or remove braces

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, apply and/or remove the patient's brace.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 9.01 Position chart
c. 26.01 Give care to patient with cast

Provide Information On:

a. Why braces are used
b. Structure and function of muscles, joints and bursae*
c. Conditions of muscles and joints*
d. Safety precautions for patients with braces
e. Steps of procedure

Demonstration of Tasks:

By instructor or a peer who has mastered the task, using another classmate as the patient

Laboratory Practice:

Have learner practice the steps of the procedure using a classmate as the patient.

Clinical Application:

Have learner apply and/or remove a brace from a patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 26.06 Apply or remove braces
b. AP 2.01* Structure of joints
c. AP 2.02* Structure of muscles and bursae
d. MS 14.01, 14.02* Conditions of musculoskeletal system

Textbooks:

a. Broadwell and Milutinovic
b. Thompson and Rosdahl

Equipment:

a. Neck brace
b. Leg brace

CLASSROOM HOURS

8 hrs.
30 min.

EVALUATION 26.02 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will apply and/or remove the patient's brace according to performance checklist HOS 26.02.

b. Test questions are available in HOS Test Items, HOS 26.00 and All Other Test Items, *AP 2.01, 2.02, *MS 14.00.

TASK

26.03 Apply or remove skin traction

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, apply or remove skin traction.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 9.01 Position bed patient
c. 26.01 Give care to patient with a cast*
d. 26.02 Apply or remove braces*

Provide Information On:

a. Purpose of skin traction
b. Types of skin traction
c. How it is applied
d. Safety precautions
e. Review of musculoskeletal anatomy*
f. Review of conditions of musculoskeletal system

Provide A/V On:

Traction

Laboratory Practice:

Have learner practice applying or removing skin traction using a mannequin as the patient.

Clinical Application:

Have learner apply or remove a patient's skin traction.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 26.03 Apply or remove skin traction

Textbooks:

a. Broadwell and Milutinovic
b. Thompson and Rosdahl

A/Vs:

Trainex, "Care of the Patient in Traction"

Equipment:

a. Mannequin
b. Traction devices
c. Traction cord
d. Traction weights
e. Hospital bed

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 26.03 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will apply or remove the patient's skin traction according to performance checklist HOS 26.03.

b. Test questions are available in HOS Test Items, HOS 26.00 and All Other Test Items, *AP 2.00, *MS 14.00.

TASK

26.04 Turn a patient on a turning frame

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders, a turning frame and the assistance of a co-worker, rotate the patient on the frame.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 9.01 Position bed patient

Provide Information On:

a. Why turning frames are used
b. Types of patients who need a turning frame
c. How to operate a turning frame
d. Safety precautions

Demonstration of Tasks:

By instructor or a peer who has mastered the task using a mannequin or a classmate as the patient

Laboratory Practice:

Have learner practice turning a patient on a turning frame using a mannequin or a classmate as the patient.

Clinical Application:

Have learner rotate a patient on a turning frame.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 26.04 Rotate patient using turning frame

Textbooks:

a. Hornemann
b. Wood and Rambo

Equipment:

a. Turning frame
b. Co-worker
c. Mannequin

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 26.04 (continued)

a. Given a patient, physician's orders, turning frame and a co-worker, the learner will rotate the patient on the frame according to performance checklist HOS 26.04.

b. Test questions are available in HOS Test Items, HOS 26.00.

TASK

26.05 Operate a Circ-o-letric bed

PERFORMANCE OBJECTIVE

Provided a patient on a Circ-o-letric bed and physician's orders, change the patients position by changing the bed position.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 9.01 Position bed patient

Provide Information On:

a. Purpose of Circ-o-letric bed
b. Types of patients who need a Circ-o-letric bed
c. How to operate the bed
d. Safety precautions

Demonstration of Tasks:

By instructor or a peer who has mastered the task using a mannequin or a classmate as the patient

Laboratory Practice:

Have learner practice task using a mannequin or a classmate as the patient.

Clinical Application:

Have learner operate a Circ-o-letric bed to change a patients position.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 26.05 Operate Circ-o-letric bed

Textbooks:

a. Hornemann
b. Wood and Rambo

Equipment:

a. Circ-o-letric bed
b. Mannequin

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 26.05 (continued)

a. Given a patient on a circ-o-letric bed and physician's orders, the learner will change the patient's position according to performance checklist HOS 26.05.

b. Test questions are available in HOS Test Items, HOS 26.00.

TASK

27.00 Assist with post-mortum care

PERFORMANCE OBJECTIVE

Provided an expired patient and the necessary equipment, prepare the body for the mortuary.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. How to provide emotional support to the terminally ill patient and the family*
b. The cancer patient*
c. Care required after death
d. Steps of procedure

Provide A/V On:

Dying and death

Laboratory Practice:

Have learner practice the steps of the procedure using a mannequin as the patient.

Clinical Application:

Have learner give post-mortum care.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 27.00 Give post-mortum care
b. V'TECS Performance Guide #25
c. MS 5.03* Care for the dying patient
d. MS 6.00* The cancer patient

Textbooks:

a. HRET, Being a Nursing Aide
b. Thompson and Rosdahl

A/Vs:

Trainex, "Care of Patient Who Is Dying"

Equipment:

a. Mannequin
b. Dressings as required
c. Perineal pads
d. Bed bath supplies
e. Comb and brush
f. Identification tags
g. Patient gown or shroud

CLASSROOM HOURS 9

EVALUATION 27.00 (continued)

a. Given an expired patient and the necessary equipment, the learner will assist with post-mortum care according to performance checklist HOS 27.00 and V'TECS performance guide #25.

b. Test questions are available in HOS Test Items, HOS 27.00 and All Other Test Items, *MS 5.00, *MS 6.00.

TASK

28.01 Give preoperative skin care

PERFORMANCE OBJECTIVE

Provided a patient scheduled for surgery and the necessary equipment, prepare the operative site.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Purpose of preoperative shave
b. Body area shaved according to type of surgery
c. Safety precautions
d. Steps of procedure

Provide A/V On:

Preoperative skin shave

Laboratory Practice:

Have learner practice the procedure using a mannequin as the patient.

Clinical Application:

Have learner prepare a patient's operative site.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 28.01 Give preoperative skin care

Textbooks:

a. HRET, *Being a Nursing Aide*
b. Lewis

A/Vs:

Trainex, "Preoperative Skin Preparation"

Equipment:

a. Linen savers
b. Basin of warm water
c. Razor and blade
d. Soap solution
e. Cleansing sponges
f. Cotton tip applicators
g. Towels, washcloth, gown
h. Mannequin

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 28.01 (continued)

a. Given a patient scheduled for surgery and the necessary equipment, the learner will prepare the operation site according to performance checklist HOS 28.01.

b. Test questions are available in HOS Test Items, HOS 28.00.

TASK

28.02 Prepare patient for surgery

PERFORMANCE OBJECTIVE

Provided a preoperative patient, physician's orders, the necessary equipment and a preoperative checklist, prepare the patient for surgery.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 1.01 Assist with oral hygiene
c. 1.02 Assist with elimination
d. 2.00 Assist with bathing
e. 7.00 Vital signs
f. 8.00 Transfer using stretcher
g. 15.04 Insert urinary catheter
h. 16.01 Give enema

Provide Information On:

a. Steps of procedure
b. Reason for each step
c. Ways of provided safety and comfort for patient*

Provide A/V On:

Preoperative care

Laboratory Practice:

Have learner practice the procedure using a classmate as the patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 28.02 Prepare patient for surgery
b. MS 4.01* Preoperative preparation

Textbooks:

a. HRET, Being a Nursing Aide
b. Lewis

A/Vs:

Trainex, "Preoperative and Post-operative Care"

Equipment:

a. Preoperative checklist
b. Patient chart
c. Stethoscope
d. Clinical thermometer
e. BP cuff
f. Towels, washcloth
g. Patient gown
h. Stretcher
i. Watch with second hand

CLASSROOM HOURS

6

EVALUATION 28.02 (continued)

a. Given a preoperative patient, physician's orders, the necessary equipment and the agency's preoperative checklist, the learner will prepare the patient for surgery according to performance checklist HOS 28.02.

b. Test questions are available from HOS Test Items, HOS 28.00 and All Other Test Items, *MS 4.00.

TASK

28.03 Give immediate post-operative care

PERFORMANCE OBJECTIVE

Provided a post-operative patient, physician's orders and the necessary equipment, give the patient immediate post-operative care.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 7.00 Vital signs
c. 1.01 Give oral hygiene
d. 4.01, 4.02, 4.03 Adjust and make beds
e. 12.01 CPR
f. 12.02 Control hemmorhage
g. 15.06 Remove retention catheter
h. 21.02 Assist with IV therapy

Provide Information On:

a. Observations to make
b. Ways to prevent complications*
c. Signs of complications*
d. Treatment of complications*
e. Types of anesthesia*
f. Common analgesics used post-op*

Provide A/V On:

Post-operative care

Laboratory Practice:

(continued on back)

INSTRUCTIONAL MATERIALS

Instructional Units:

a. V'TECS Performance Guide #81
b. HOS 28.03 Give immediate post-op care
c. MS 4.02* Post-operative care
d. MS 4.03* Post-operative complications
e. MS 4.04* Pharmacology for surgical patient

Textbooks:

a. HRET, Being a Nursing Aide
b. Lewis

A/Vs:

Trainex, "Pre-operative and Post-operative Care"

Equipment:

(continued on back)

CLASSROOM HOURS 13

EVALUATION 28.03 (continued)

a. Given a post-operative patient, physician's orders and the necessary equipment, the learner will give the patient immediate post-operative care according to performance checklist HOS 28.03 and V'TECS performance guide #81.

b. Test questions are available in HOS Test Items, HOS 28.00 and All Other Test Items, *MS 4.00.

INSTRUCTIONAL ACTIVITIES (continued)

Laboratory Practice:

Have learner practice giving post-operative care by simulating a post-op situation using a mannequin as the patient.

Clinical Application:

Have a learner give post-operative care to a patient.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

a. Stretcher
b. Mannequin
c. Airway
d. BP cuff
e. Stethoscope
f. Watch with second hand
g. Clinical thermometer
h. IV set-up
i. Hospital bed with siderails
j. Pillow, bed linens
k. Oral hygiene supplies
l. Retention catheter set-up

TASK

29.01 Change a colostomy dressing

PERFORMANCE OBJECTIVE

Provided a patient with a colostomy, physician's orders and the necessary equipment, change the colostomy dressing.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 16.01 Give an enema
c. 10.01 Apply bandages and binders
d. MS 11.01 Overview of conditions of the GI tract

Provide Information On:

a. What a colostomy is
b. Review anatomy of digestive system*
c. Conditions which require colostomy*
d. How to change dressing

Provide A/V On:

Colostomy care

Laboratory Practice:

Have learner practice the task using a mannequin as the patient.

Clinical Application:

Have learner change a patient's dressing.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 29.01 Change a colostomy bag
b. AP 6.01* Anatomy of digestive system
c. MS 11.03 Conditions of lower GI tract

Textbooks:

a. Broadwell and Milutinovic
b. Wood and Rambo

A/Vs:

Trainex, "Colostomy Care"

Equipment:

a. Mannequin
b. Colostomy drainage bag
c. Gauze pads
d. Abdominal parts
e. Linen savers
f. Binder
g. Ointment absorbed
h. Newspaper or paper bag

CLASSROOM HOURS 9

EVALUATION

29.01 (continued)

a. Given a patient with a colostomy, physician's orders and the necessary equipment, the learner will change the patient's colostomy dressing according to performance checklist HOS 29.01.

b. Test questions are available in HOS Test Items, HOS 29.00 and All Other Test Items, *AP 6.01, *MS 11.00.

TASK

29.02 Irrigate colostomy

PERFORMANCE OBJECTIVE

Provided a patient with a colostomy, physician's orders and the necessary equipment, irrigate the patient's colostomy.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. 29.01 Change a colostomy dressing

Provide Information On:

a. Steps of the procedure
b. Safety factors

Provide A/V On:

Irrigating a colostomy

Laboratory Practice:

Have learner practice the steps of the procedure using a mannequin as the patient.

Clinical Application:

Have learner irrigate a patient's colostomy.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 29.02 Irrigate a colostomy

Textbooks:

a. Hornemann
b. Lewis

A/Vs:

Trainex, "Colostomy Irrigation"

Equipment:

(continued on back)

CLASSROOM HOURS

2 hrs.
30 min.

EVALUATION 29.02 (continued)

a. Given a patient with a colostomy, physician's orders and the necessary equipment, the learner will irrigate the patient's colostomy according to performance checklist HOS 29.02.

b. Test questions are available in HOS Test Items, HOS 29.00 and All Other Test Items, *AP 6.01, *MS 11.00.

INSTRUCTIONAL MATERIALS (continued)

Equipment:

a. Enema can with tubing and stopcock
b. Catheter
c. 2 emesis basins
d. Bedpan
e. Lubricant
f. Newspaper
g. Linen savers
h. Pitcher of solution @ 105° F
i. Gauze pads
j. Abdominal pads
k. Binder
l. Bath blanket
m. Irrigating stand
n. Mannequin

TASK

29.03 Give care to a patient with a nasogastric tube

PERFORMANCE OBJECTIVE

Provided a patient with a nasogastric tube, physician's orders and the necessary equipment, give care required to keep the tube patent.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. MS 11.01* Overview of conditions of the GI tract

Provide Information On:

a. Purpose of N-G tube
b. Review of anatomy of digestive system*
c. Conditions which may require a N-G tube
d. How to irrigate the tube
e. Safety precautions
f. How to collect a gastric specimen

Provide A/V on:

Nasogastric care

Provide Demonstration On:

Irrigating an N-G tube by instructor or a peer who has mastered the task, using a mannequin as the patient

Laboratory Practice:

Have learner practice irrigating an N-G tube using a mannequin as the patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 29.03 Give care to a patient with a N-G tube
b. AP 6.01* Anatomy of digestive system
c. MS 11.02* Conditions of upper GI tract
d. MS 11.04* Conditions of accessory digestive organs

Textbooks:

a. Broadwell and Milutinovic
b. Wood and Rambo

A/Vs:

Trainex, "Nasogastric Intubation

Equipment:

a. Mannequin
b. N-G tube
c. Suction maching
d. Aseptic syringe
e. Irrigating solution as ordered

(continued on back)

CLASSROOM HOURS

9

EVALUATION 29.03 (continued)

a. Given a patient with a nasogastric tube, physician's orders and the necessary equipment,the learner will irrigate the tube according to performance checklist HOS 29.03 or V'TECS performance guide #88, and V'TECS performance guide #120.

b. Test questions are available in HOS Test Items, HOS 29.03 and All Other Test Items, *AP 6.01, *MS 11.00.

TASK

30.01 Provide fresh drinking water

PERFORMANCE OBJECTIVE

Provided a hospitalized patient,provide fresh drinking water.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Why fresh drinking water is important
b. Definition of NPO and force fluids
c. When special orders are required regarding drinking eater for patients

Laboratory Practice:

Have learner practice the task using a classmate as the patient.

Clinical Application:

Have learner provide fresh drinking water to a hospitalized patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 30.01 Provide fresh drinking water

Textbooks:

Caldwell and Hegner

Equipment:

a. Cart
b. Basin of crushed ice
c. Scoop
d. Cups
e. Pitcher
f. Straws
g. Simulated patient unit

CLASSROOM HOURS 1

EVALUATION 30.01 (c0ntinued)

a. Given a hospitalized patient and the necessary equipment, the learner will provide fresh drinking water according to performance checklist HOS 30.01.

b. Test questions are available in HOS Test Items, HOS 30.00.

TASK

30.02 Assist in placing telephone calls

PERFORMANCE OBJECTIVE

Provided a bed patient and a telephone, assist the patient in placing a personal telephone call.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. How telephone calls may improve patients well-being
b. Why privacy during telephone conversation is important
c. Steps of procedure

Laboratory Practice:

Have learner practice the steps of the procedure using a classmate as the patient.

Clinical Application:

Have learner assist a patient in placing a telephone call.

INSTRUCTIONAL MATERIALS

Instructional Units:

a. HOS 30.02 Assist the patient with the telephone
b. V'TECS Performance Guide #8

Equipment:

a. Telephone
b. Signal call
c. Telephone directory
d. Hospital bed

CLASSROOM HOURS

1 hr.
30 min.

EVALUATION 30.02 (continued)

a. Given a bed patient and the necessary equipment, the learner will assist the patient in placing a telephone call according to performance checklist HOS 30.02 and V'TECS performance guide #8.

b. Test questions are available in HOS Test Items, HOS 30.00.

TASK

30.03 Care for patient's flowers

PERFORMANCE OBJECTIVE

Provided a hospitalized patient who has flowers in his/her room, give the flowers the necessary care needed to maintain attractiveness.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. The importance of flowers to a patient
b. Steps to keep flowers fresh
c. When flowers should be discarded

Clinical Application:

Have learner give care to a patients flowers.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 30.03 Care for patient's flowers

CLASSROOM HOURS 1

EVALUATION 30.03 (continued)

a. Given a hospitalized patient who has flowers, the learner will give care to the flowers according to performance checklist HOS 30.03.

b. Test questions are available in HOS Test Items HOS 30.00.

TASK

31.01 Clean the occupied patient unit

PERFORMANCE OBJECTIVE

Provided an occupied patient unit and the necessary equipment, clean the unit.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 1.00 & 2.00

Provide Information On:

a. What concurrent cleaning is
b. Reasons for cleaning
c. Safety precautions
d. Why the procedure for cleaning a hospital unit is different from home cleaning
e. Steps of procedure
f. Guidelines for relationship with patients

Provide A/V On:

Cleaning the occupied unit

Laboratory Practice:

Have learner practice the steps of the procedure.

Clinical Application:

Have learner clean an occupied patient unit.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 31.01 Clean the occupied patient unit

Textbooks:

HRET, Being a Housekeeping Aide

A/Vs:

Trainade, "Cleaning Occupied Room"

Equipment:

a. Dust mop
b. Cleaning cloths/sponge
c. Scouring powder

CLASSROOM HOURS

4

EVALUATION 31.01 (continued)

a. Given an occupied patient unit and the necessary equipment, the learner will clean the unit according to performance checklist HOS 31.01.

b. Test questions are available in HOS Test Items, HOS 31.00.

TASK

31.02 Clean a discharged patient unit

PERFORMANCE OBJECTIVE

Provided a patient unit from which the patient has been discharged,clean the unit.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Definition of terminal cleaning
b. Purpose of terminal cleaning
c. Steps of procedure

Provide A/V On:

Cleaning the discharged unit

Laboratory Practice:

Have learner practice the steps of the procedure.

Clinical Application:

Have learner clean a discharged unit.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 31.02 Clean a discharge unit

Textbooks:

HRET, Being a Housekeeping Aide

A/Vs:

Trainade,"Cleaning Patient Unit after Discharge

Equipment:

a. Linen hamper
b. Cleaning cloths/sponge
c. Disinfectant solution
d. Scouring powder
e. Newspaper
f. Basin of soapy water

CLASSROOM HOURS

2

EVALUATION 31.02 (continued)

a. Given a room from which the patient has been discharged and the necessary equipment, the learner will clean the unit according to the procedure listed in the textbook.

b. Test questions are available in HOS Test Items, HOS 31.00.

TASK

31.03 Clean an isolation unit

PERFORMANCE OBJECTIVE

Provided an isolation unit, complete concurrent and/or terminal cleaning.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. HOS 5.01 Wash hands
b. HOS 6.02 Put on gown
c. HOS 6.03 Put on mask
d. HOS 6.04 Perform double bagging
e. HOS 30.01 Clean an occupied unit

Provide Information On:

a. Reasons for isolation
b. How infections are spread
c. How equipment is disinfected
d. Procedure for cleaning an isolation

Provide A/V On:

Cleaning an isolation unit

Laboratory Practice:

Have learner practice the procedure.

Clinical Application:

Have learner clean an isolation unit.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 31.03 Clean an isolation unit

Textbooks:

HRET, Being a Housekeeping Aide

A/Vs:

Trainade, "Cleaning the Isolation Unit"

Equipment:

a. Gown
b. Mask
c. Mop (wet)
d. Bucket
e. Disinfectant solution
f. Linen hamper
g. Dust mop

CLASSROOM HOURS

3

EVALUATION 31.03 (continued)

a. Given an isolation unit and the necessary equipment, the learner will complete concurrent and/or terminal cleaning according to performance checklist HOS 31.03.

b. Test questions are available in HOS Test Items, HOS 31.03.

TASK

31.04 Clean operating room, delivery room and nursery

PERFORMANCE OBJECTIVE

Provided an operating room, delivery room and newborn nursery and the necessary equipment, clean the areas.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. HOS 30.01 Clean occupied unit
b. HOS 30.03 Clean isolation unit

Provide Information On:

a. Definition of reverse isolation
b. Why newborn nursery requires special precautions
c. Why operating room and delivery room need special cleaning
d. Safety precuations for cleaning operating room and delivery room
e. Steps of procedure for cleaning each area

Provide A/V On:

Cleaning special units

Clinical Application:

Have learner clean a newborn nursery, an operating room and a delivery room.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 31.04 Clean special units

Textbooks:

HRET, *Being a Housekeeping Aide*

A/Vs:

Trainaide, "Cleaning the Surgical Suite"

Equipment:

a. Gown
b. Mask
c. Cap
d. Shoe covers
e. Disinfectant solution
f. Wet mop
g. Bucket

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 31.04 (continued)

a. Given an operating room, a delivery room and a newborn nursery and the necessary equipment, the learner will clean the units according to performance checklist HOS 31.04 a and b.

b. Test questions are available in HOS Test Items, HOS 31.00.

TASK

32.01 Describe the dental profession

PERFORMANCE OBJECTIVE

Provided the necessary resources, describe the members of the dental health team and the educational requirements.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. The dentist
b. The dental hygienist
c. The dental lab technician
d. The dental assistant
e. Professional organization
f. Required licensures
g. Duties of each team member

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 32.01 Describe the dental profession

Textbooks:

a. Anderson and Shapiro
b. Richardson

CLASSROOM HOURS 7

EVALUATION 32.01 (continued)

Test questions are available in HOS Test Items 32.00.

TASK

32.02 Maintain dental equipment

PERFORMANCE OBJECTIVE

Provided the necessary equipment,identify and maintain the basic equipment of a dental unit.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Equipment necessary for a functioning dental unit
b. Purpose of various equipment
c. Procedures for cleaning and maintaining the equipment

Provide A/V On:

a. The dental unit
b. Use of dental equipment

Clinical Application:

Have learner clean and maintain the equipment in a dental unit.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 32.02 Basic dental equipment

Textbooks:

Torres

A/Vs:

Georgia:
a. "Basic Dental Equipment"
b. "Introduction to the Dental World"

Equipment:

Dental unit containing:
a. Patient chair
b. Sink
c. Cuspidor
d. Stools
e. Oral evacuator
f. Light
g. Bracket table
h. Cleaning supplies

CLASSROOM HOURS

3

EVALUATION 32.02 (continued)

a. Given a dental unit and the necessary equipment, the learner will identify and maintain basic dental equipment according to performance checklist HOS 32.02.

b. Test questions are available in HOS Test Items 32.00.

TASK

32.03 Seat and dismiss a dental patient

PERFORMANCE OBJECTIVE

Provided a dental patient and the necessary equipment, seat and dismiss the patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

a. Intro HO 2.00
b. HOS 32.03 Maintain dental equipment
c. HOS 7.00 Vital signs

Provide Information On:

a. Preparation of equipment
b. Steps to insure patient comfort and safety
c. Steps of procedures

Provide A/V On:

Seating and dismissing the dental patient

Laboratory Practice:

Have learner practice the steps of the procedure using a classmate as the patient.

Clinical Application:

Have learner seat and dismiss a dental patient.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 32.03 Seat and dismiss the patient

Textbooks:

Torres

A/Vs:

Georgia:
a. "Seating the Dental Patient"
b. "Dismissing the Dental Patient"

Equipment:

a. Dental unit as described in HOS 32.03
b. Napkin for patient

CLASSROOM HOURS

CLASSROOM HOURS
4

EVALUATION

32.03 (continued)

a. Given a dental patient and the necessary dental equipment, the learner will seat and dismiss the patient according to performance checklists HOS 32.03a and 32.03b.

b. Test questions are available in HOS Test Items 32.00.

TASK

32.04 Prepare an anesthetic syringe

PERFORMANCE OBJECTIVE

Provided the necessary equipment, prepare an anesthetic syringe for use with a dental patient.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 2.00

Provide Information On:

a. Parts of an anesthetic syringe
b. Why the syringe must be sterile
c. Steps of procedure

Provide A/V On:

Preparing an anesthetic syringe

Laboratory Practice:

Have learner practice the steps of the procedure.

Clinical Application:

Have learner prepare an anesthetic syringe in the clinical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 32.04 Prepare an anesthetic syringe

Textbooks:

Torres

A/Vs:

Georgia, "Preparation of Dental Anesthetic Syringe"

Equipment:

a. Sterile needle
b. Gauze sponge
c. Sterile syringe
d. Alcohol sponge

CLASSROOM HOURS

3 hrs.
30 min.

EVALUATION 32.04 (continued)

a. Given the necessary equipment, the learner will prepare an anesthetic syringe according to performance checklist HOS 32.04.

b. Test questions are available in HOS Test Items 32.00.

TASK

33.01 Prepare and serve food tray

PERFORMANCE OBJECTIVE

Provided a hospitalized patient and the necessary equipment, prepare and serve the patient's diet tray.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

Intro HO 1.00 & 2.00

Provide Information On:

a. Functions of the hospital dietary department
b. Appropriate dress for dietary worker
c. Basic nutrition
d. Common patient diets
e. Procedure for serving diet trays

Provide A/V On:

Preparation of diet trays

Laboratory Practice:

Have learner prepare, cook and serve various types of patient diets.

Clinical Application:

Have learner assist dietary personnel in preparing and serving patient diets.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 33.01

Textbooks:

a. Caldwell and Hegner
b. HRET, Being a Food Service Worker

A/Vs:

Trainaide, "Handling and Preparation of Food"

Equipment:

a. Stove
b. Refrigerator
c. Sink with running water
d. Dishes and cutlery
e. Food
f. Food trays and cart
g. Diet list and patient cards

CLASSROOM HOURS 4

EVALUATION 33.01 (continued)

a. Given a hospitalized patient and the necessary food and equipment, the learner will prepare and serve the patient's diet tray according to performance checklist HOS 33.01.

b. Test questions are available in HOS Test Items 33.00.

TASK

34.01 Describe duties of a radiologic technologist

PERFORMANCE OBJECTIVE

Provided the necessary resources, describe the duties of a radiologic technologist.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Radiology as a medical speciality
b. The role of the radiologic technologist
c. Types of radiologic examinations
d. Radiographs
e. Patient care responsibility

Provide A/V On:

Duties of a radiologic technologist

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 34.01 Duties of radiologic technologist

Textbooks:

a. General Electric
b. Watson

A/Vs:

Georgia, "Duties of Radiologic Technologist"

CLASSROOM HOURS 3

EVALUATION 34.01 (continued)

a. Given the necessary resources, the learner will describe the duties of the radiologic technologist.

b. Test questions are available in HOS Test Items 34.00.

TASK

34.02 Describe educational requirements for the radiologic technologist

PERFORMANCE OBJECTIVE

Provided the necessary resources, describe the educational requirements for the radiologic technologist.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Admission requirements for:
   1. Nuclear medicine programs
   2. Radiation therapy programs
   3. Radiographic programs
b. Length of programs
c. Courses of programs

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 34.02 Educational requirements for radiologic technologist

Textbooks:

Watson

CLASSROOM HOURS 2 hrs. 30 min.

EVALUATION 34.02 (continued)

a. Given the necessary resources, the learner will describe the educational requirements for the radiologic technologist.

b. Test questions are available in HOS Test Items 34.00.

TASK

34.03 Describe radiographic equipment

PERFORMANCE OBJECTIVE

Provided the necessary resources and equipment, identify and explain the use of radiographic equipment.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. X-ray film
b. Processors
c. Computerized tomography
d. Difference between X-ray and fluoroscopy
e. Protable equipment

Provide A/V On:

Radiographic equipment

Clinical Application:

Have learner identify the radiogrpahic equipment in a clinical setting.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 34.03 Describe radiographic equipment

Textbooks:

a. General Electric
b. Watson

A/Vs:

Georgia, "Radiographic Equipment"

CLASSROOM HOURS

4 hrs.
30 min.

EVALUATION 34.03 (continued)

a. Given the necessary resources and equipment, the learner will identify and explain the use of radiographic equipment.

b. Test questions are available in HOS Test Items 34.00.

TASK

34.04 Describe radiologic protection

PERFORMANCE OBJECTIVE

Provided the necessary resources and equipment, describe measures used to assure patient and worker protection when exposed to radiation.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. Basic radiation protection
b. Protection for the worker
c. Protection for the patient

Clinical Application:

Have learner practice the measures of radiologic protection in the clinical agency.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 34.04 Radiation protection

CLASSROOM HOURS 3

EVALUATION 34.04 (continued)

a. Given the necessary resources and equipment, the learner will describe measures used to assure patient and worker protection when exposed to radiation.

b. Test questions are available in HOS Test Items 34.00.

TASK

34.05 Position patient for radiograph

PERFORMANCE OBJECTIVE

Provided a patient, physician's orders and the necessary equipment, position the patient for a radiograph.

INSTRUCTIONAL ACTIVITIES

Prerequisite Tasks:

HOS 34.01-34.04

Provide Information On:

a. Anatomy of affected part
b. Types of conditions identified by radiograph
c. Body positions used in radiographs
d. Preparation of patients for radiographs
e. Steps in positioning equipment and patient
f. Safety precautions

Provide A/V On:

Patient positioning for radiograph

Laboratory Practice:

Have learner practice positioning a patient and equipment for a radiograph; equipment may be simulated by using:
a. Stretcher for table
b. Ruler for X-ray tube
c. Classmate for patient

Clinical Application:

Have learner position a patient for a radiograph.

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 34.05 Position patient for radiograph

Textbooks:

America Society of Radiologic Technologist, Introduction to Positioning, Programmed Text

A/Vs:

Georgia, "Radiographic Positioning of Lower Leg"

Equipment:

a. X-ray table (stretcher)
b. X-ray tube (ruler)
c. X-ray film and cassette
d. Sandbags

CLASSROOM HOURS

4

EVALUATION 34.05 (continued)

a. Given a patient, physician's orders and the necessary equipment, the learner will position the patient and the radiographic equipment for a radiograph according to performance checklist HOS 34.05a and 34.05b.

b. Test questions are available in HOS Test Items 34.00.

TASK

35.00 Describe the physical therapy team

PERFORMANCE OBJECTIVE

Provided the necessary resources, describe the educational requirements of the physical therapy team and the job functions of each.

INSTRUCTIONAL ACTIVITIES

Provide Information On:

a. The physical therapist
b. The physical therapy assistant
c. The physical therapy aide
d. Educational requirements of each
e. Job functions of each
f. Basic effects of physical therapy

Provide A/V On:

Physical therapy team

Related Tasks:

a. HOS 8.00 Assist with ambulation
b. HOS 9.00 Positions bed patient
c. HOS 11.00 Apply heat and cold

INSTRUCTIONAL MATERIALS

Instructional Units:

HOS 35.00 Introduction to physical therapy

A/Vs:

Georgia, "Physical Therapy"

Textbooks:

Birchenell and Streight

CLASSROOM HOURS

3 hrs. 30 min.

EVALUATION 35.00 (continued)

Given the necessary resources, the learner will describe the educational requirements and job functions of the physical therapy team.

SECTION VI

REFERENCES, RESOURCES

INSTRUCTIONAL RESOURCE MATRIX

Introduction

The following Instructional Resource Matrix lists the instructional resources required to carry out the learning activities in each unit in the program. The resources are divided into three categories.

A/Vs. Each type of A/V is identified by a symbol as follows: Filmstrips (FS), Slides (S), Slides/Tapes (ST), Tapes (T), Video Tapes (VT), Movie Film (MF), Transparencies (TR), Film Loops (FL).

Textbooks. Identified by author.

Student Materials (Instructional Units). Identified by title.

Textbook List

This list identifies the textbooks referenced on the Unit Guides and the Instructional Resource Matrix.

Instructional Units

The publisher(s) of the instructional units referenced on the Unit Guides and the Instructional Resource Matrix are listed.

Audiovisuals

The supplier(s) of the audiovisuals referenced on the Unit Guides and the Instructional Resource Matrix are listed.

Additional Instructional Resources

Textbooks. Provides a list of textbooks in addition to those referenced on the Unit Guides.

Audiovisuals. Provides a list of suppliers of audiovisuals in addition to those referenced on the Unit Guides. Also identifies the type(s) of audiovisuals available.

Models/Simulators/Replicas. Provides a list of suppliers of instructional models.

Individualized Instruction. Identifies suppliers of individualized instruction materials in addition to those referenced on the Unit Guides.

Resource Addresses

Provides the addresses of textbook publishers and the suppliers of audiovisuals models and instructional units.

CURRICULUM AREA: Health Occupations

TASK LISTING	INSTRUCTIONAL MATERIAL REFERENCES		
	Audio-Visuals	Textbooks	Student Materials
Introduction to Health Occupations	Introduction to Individualized Learning (ST) Introduction to Hospital Team (ST) Orientation-Joining the Health Care Team (FS)	Birchnell	HO 1.00 Introduction to the hospital team
Introduction to Health Care	Do the Sick No Harm (FS) How to Work All Day Without Getting Hurt (FS)	HRET, lewis	HO 2.00 Prepare for procedures PVR 1.00-5.00 Personal and vocational relationships MHI 1.00 Mental health BDA 1.00-2.00 Basic drug administration AP 1.00 General plan of the body HOS 30.00 Maintain patient environment
1.01 Assist the patient to maintain oral hygiene			
.01a Assist a conscious patient to maintain oral hygiene	Oral Hygiene (FS)	Hornemann, Lewis	HOS 1.01 Assist the patient to maintain oral hygiene
.01b Maintain oral hygiene for unconscious patient	"	"	"
.01c Assist a conscious patient with dentures to maintain oral hygiene	"	"	"
1.02 Assist the patient with elimination			
.02a Assist in using bedside commode	Assisting Your Patient with elimination (FS)	Hornemann, Lewis	HOS 1.02 Assist the patient with elimination

CURRICULUM AREA: Health Occupations

TASK LISTING	INSTRUCTIONAL MATERIAL REFERENCES		
	Audio-Visuals	Textbooks	Student Materials
.02b Assist in using bedpan	"	"	"
.02c Assist in using urinal	"	"	"
1.03 Give a back rub	Bed Bath (FS) Prevention and Treatment of Decubiti (FS)	Hornemann, Lewis Thompson	HOS 1.03 Give the patient a back rub AP 5.03 Describe the structure and functions of the skin
2.01 Give a bed bath	Bed Bath (FS)	Hornemann, Lewis	HOS 2.01 Give bed bath AP 5.03 Describe the structure and functions of the skin
2.02 Assist with shower	Showers and Tub Baths (FS)	Hornemann	HOS 2.02 Assist with shower
2.03 Assist with tub bath	"	"	HOS 2.03 Assist with tub bath AP 5.03 Describe the structure and functions of the skin MS 7.01 Diagnosis and treatment of skin conditions MS 7.02 Disorders of the skin
2.04 Dress an adult bed patient		Hornemann	HOS 2.04 Dress adult bed patient
3.01 Shave male	Bed Bath (FS)	Thompson	HOS 3.01 Shave male
3.02 Give shampoo to a bed patient		"	HOS 3.02 Give shampoo to bed patient
3.03 Brush or comb hair		Hornemann	HOS 3.03 Brush or comb hair
3.04 Give nail care		Lewis, Thompson	HOS 3.04 Care for nails
4.01 Adjust beds and siderails		HRET, Wood	HOS 4.01 Adjust bed to different positions
4.02 Make unoccupied beds		Hornemann, Lewis	HOS 4.02 Make unoccupied beds

CURRICULUM AREA: Health Occupations

TASK LISTING		INSTRUCTIONAL MATERIAL REFERENCES				
		Audio-Visuals	Textbooks	Student Materials		
4.03	Make occupied bed	Occupied Bed Making (FS)	Hornemann, Lewis	HOS	4.03	Make an occupied bed
5.01	Wash hands	Medical Asepsis (FS)	Hornemann, Lewis	HOS MS	5.01 1.01	Wash hands Cause of disease and detection
5.02	Handle sterile equipment and supplies	Sterile Technique Dressing Change (FS)	Broadwell, Lewis	HOS	5.02	Handle sterile equipment and supplies
5.03	Put on sterile gloves	Sterile Technique and Dressing Change (FS) Medical Asepsis (FS)	Hornemann, Lewis	HOS	5.03	Put on sterile gloves
6.01	Prepare a unit for isolation	Principles of Isolation Technique (FS)	Lewis, Wood	HOS Ms	6.01 3.00	Prepare a unit for isolation Communicable diseases
6.02	Put on and remove mask	"	"	HOS	6.02	Put on and remove mask
6.03	Put on and remove isolation gown	"	"	HOS	6.03	Put on and remove gown
6.04	Perform double bagging	"	"	HOS	6.04	Perform double bagging
6.05	Serve and remove isolation food tray		Wood	HOS	6.05	Serve and remove isolation tray
6.06	Transfer isolated patient within facility			HOS	6.06	Transfer isolated patient within facility
7.01	Take temperature	Temperature, Pulse and Respiration (FS)	Hornemann, Lewis	HOS MS	7.01 1.02	Take temperature Body's response to disease

CURRICULUM AREA: Health Occupations

TASK LISTING		INSTRUCTIONAL MATERIAL REFERENCES				
		Audio-Visuals	Textbooks	Student Materials		
7.02	Take pulse	"	"	HOS	7.02	Take pulse
				AP	3.03	Describe the structure and funciton of the blood vessels and blood circulation
				MS	9.01	Overview of cardiac conditions
				MS	9.02	Congestive heart failures
				MS	9.03	Coronary artery disease
				MS	9.04	Disorders of cardiac condition
7.03	Take respiration	Temperature, Pulse and Respiration (FS)	Hornemann, Lewis	HOS	7.03	Take respiration
				AP	7.00	Describe the structure and function of the respiratory system
				MS	13.01	Overview of respiratory conditions
7.04	Take blood pressure	Blood Pressure (FS)	"	HOS	7.04	Take blood pressure
				MS	10.01	Conditions of the arteries
8.01	Assist dangle and ambulate		"	HOS	8.01	Assist to dangle and ambulate
				MS	5.01	Chronic illness
8.02	Assist patient with wheel chair	Transfer Activities and Ambulation (FS)	Hornemann, Wood	HOS	8.02	Assist with a wheel chair
8.03	Assist patient with assistive devices	Teaching Crutch Walking (FS)	Broadwell, Lewis	HOS	8.03	Ambulate with assistive devices
				MS	5.02	Geriatric patient
8.04	Use mechanical lift	Use of patient Lifters	Wood	HOS	8.04	Transfer with a mechanical lift
				MS	5.02	Geriatric patient

CURRICULUM AREA: Health Occupations

TASK LISTING	INSTRUCTIONAL MATERIAL REFERENCES		
	Audio-Visuals	Textbooks	Student Materials
8.05 Transfer patient with stretcher	Lifting and Moving Patients (FS)	Hornemann, Lewis	HOS 8.05 Transfer using a stretcher
9.01 Position dependent patient			
9.01a Position dependent patient	Positioning to Prevent	Broadwell, Lewis	HOS 9.01 Position dependent patient AP 4.01 Describe the nervous system as a whole AP 4.02 Describe the structure and function of the central nervous system AP 4.03 Describe the structure and function of the peripheral nervous system AP 4.04 Describe the automatic nervous system MS 15.01 Overview of the nervous system MS 15.02 Infectious diseases of the nervous system MS 15.03 Degenerative and inflammatory diseases MS 15.04 Disorders of the brain and spinal cord
.01b Log roll patient			HOS 9.01 Position dependent patient
9.02 Assist with range of motion	Range of Motion Exercises Prevent Contractures (FS)	"	HOS 9.02 Assist patient with ROM

CURRICULUM AREA: Health Occupations

TASK LISTING		INSTRUCTIONAL MATERIAL REFERENCES				
		Audio-Visuals	Textbooks	Student Materials		
9.03	Apply anti-embolic stockings	Thrombus-Etiology and Prevention (FS)	"	HOS AP MS	9.03 3.03 10.02	Apply anti-embolic stocking Describe the Structure and function of the blood vessels and blood circulation Conditions of peripheral vessels and veins
9.04	Place patient on alternating pressure mattress	Prevention and Treatment of Decubiti (FS)	Broadwell, Lewis	HOS	9.04	Place patient on alternating pressure mattress
9.05	Apply restraints	Use of Protective Restraints (FS)	"	HOS	9.05	Apply restraints
10.01	Apply bandages and blinders	Application of Bandages and binders (FS)	Hornemann, Lewis	HOS	10.01	Apply bandages and binders
10.02	Apply sterile dressings	Sterile Technique and Dressing Change (FS) Precautions for Wounds and Skin Infections (FS) Medical Asepsis (FS)	Hornemann, Lewis	HOS	10.02	Apply sterile dressings
10.03	Irrigate wounds	Sterile Technique and Dressing Change (FS)	Caldwell, Lewis	HOS	10.03	Irrigate wounds
11.01	Administer local cold treat-	Local Applications of Heat and Cold (fs)	HRET, Lewis	HOS	11.01	Apply local cold treatments
11.02	Give tepid bath		HRET, Lewis	HOS MS	11.02 1.00	Administer tepid baths Disease and the body's response
11.03	Administer local heat treatments	Local Applications of Heat and Cold (FS)	Hornemann, Lewis			

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TASK LISTING	INSTRUCTIONAL MATERIAL REFERENCES		
	Audio-Visuals	Textbooks	Student Materials
11.04 Assist with sitz bath		Hornemann, Lewis	
12.01 Administer CPR	(Provided by resource person)	Georgia Heart Assn. Red Cross Manual	HOS 12.01 Perform Cardiopulmonary Resusciation
12.02 Control external hemorrage	Shock and Hemorrage (FS)	Grant, Thompson	HOS 12.02 Control external hemorrage
12.03 Immobolize a fracture	Fractures and Splinting (FS) Fractures and Dislocations (FS)	American Red Cross	HOS 12.03 Immobolize a fracture
12.04 Practice evacuation procedures	Emergency Removal of Patients (FS) Moving the Sick and Injured (FS)		HOS 12.04 Evacuate patients
13.01 Administer oxygen	Oxygen Administration (FS)	Hornemann, Lewis	HOS 13.01 Administer oxygen correctly AP 7.00 Describe the structure and function of the respiratory system MS 13.01 Overview of respiratory conditions MS 13.02 Non-infectous conditions of respiratory system MS 13.03 Infectious conditions of respiratory system MS 13.04 Surgical condition of respiratory system
13.02 Assist with breathing exercises	Care of the Patient with Emphysema (FS)	Keane, Thompson	HOS 13.02 Assist a patient with breathing exercises MS 13.02 Non-infectious conditions of respiratory system

CURRICULUM AREA: Health Occupations

TASK LISTING	INSTRUCTIONAL MATERIAL REFERENCES		
	Audio-Visuals	Textbooks	Student Materials
13.03 Assist with postural drainage	Postural Drainage, Clapping and Vibration	Broadwell, Keane	HOS 13.03 Assist a patient with postural drainage
13.04 Suction upper respiratory tract	Pharyngeal Suctioning (FS)	Hornemann	HOS 13.04 Suction a patient's upper respiratory passage
13.05 Suction a tracheostomy	Introduction to Tracheostomy Care (FS)	Hornemann	HOS 13.05 Suction a tracheostomy
13.06 Clean inner cannula of tracheostomy	Introduction to Tracheostomy Care (FS)	Hornemann	HOS 13.06 Suction a tracheostomy
13.07 Set up mist tent	Oxygen Administration (FS)	Caldwell, Thompson	HOS 13.07 Set up a child-adult mist tent NC 3.00 The toddler MS 13.03 Infectious conditions of respiratory system
13.08 Assist with water-sealed drainage	Care of the Patient with Water-sealed Drainage (FS)	Broadwell, Thompson	HOS 13.08 Assist with water-seal drainage MS 13.04 Surgical conditions of respiratory system
14.01 Serve food tray		HRET, Lewis	HOS 14.01 Serve food tray AP 6.01 Describe the anatomy of the digestive system AP 6.02 Describe digestion and absorption NDT 1.00 Introduction to nutrition NDT 2.00 Basic nutrients NDT 3.00 Water, cellulose, minerals and vitamins NDT 4.00 Nutrition during the life span NDT 5.00 Diet therapy

CURRICULUM AREA: Health Occupations

TASK LISTING	INSTRUCTIONAL MATERIAL REFERENCES		
	Audio-Visuals	Textbooks	Student Materials
14.02 Feed the patient	Feeding the Patient (FS)	HRET, Lewis	HOS 14.02 Serve food tray
14.03 Administer gavage feedings	Gavage (FS)	Broadwell, Lewis	
15.01 Collect a routine urine specimen	Collecting Urine Specimens (FS) Assisting the Patient with Urine Elimination (FS)	Hornemann, Thompson, V-TECS	HOS 15.01 Collect a routine urine specimen
			AP 8.01 Describe the urinary system
			AP 8.02 Describe the structure and function of the nephron
			MS 12.01 Overview of urinary system
			MS 12.02 Inflammatory conditions
			MS 12.03 Obstructions of urinary tract
			MS 12.04 Trauma and renal failure
15.02 Collect a clean catch urine specimen	Urinary Care (FS)	Hornemann, Lewis	HOS 15.02 Collect a clean-catch urine specimen
15.03 Test urine for sugar and acetone	Testing Urine for Glucose and Ketones (FS)	Hornemann, Lewis	HOS 15.03 Check urine for sugar and acetone and specific gravity
			AP 10.00 Description of the endocrine system
			MS 17.01 Conditions of thyroid, parathyroid, adrenal and pituitary glands
			MS 17.02 Conditions of the pancreas
15.04 Insert urinary catheter	Urinary Catheterization (FS)	Hornemann, Lewis	HOS 15.04 Insert a catheter into a urinary bladder
15.05 Irrigate urinary bladder	Closed Urinary Drainage System (FS)	Hornemann, Lewis	HOS 15.05 Irrigate the bladder and give catheter care
15.06 Remove retention catheter		Broadwell	HOS 15.06 Remove a retention catheter

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TASK LISTING	INSTRUCTIONAL MATERIAL REFERENCES		
	Audio-Visuals	Textbooks	Student Materials
15.07 Collect a 24-hour urine specimen	Urinary Care (FS)	Hornemann, Lewis	HOS 15.07 Collect a 24-hour urine specimen
16.01 Give enema	Cleansing Enema (FS)	Hornemann, Lewis	HOS 16.01 Give an enema
16.02 Insert rectal suppository	Bowel Elimination (FS)	Hornemann, Lewis	HOS 16.02 Insert a rectal suppository
16.03 Collect a stool specimen	Bowel Elimination (FS)	Hornemann, Lewis	HOS 16.03 Collect a stool specimen
16.04 Remove fecal impaction	Bowel Elimination (FS)	Hornemann, Thompson	HOS 16.04 Remove a fecal impaction
17.01 Assist with physical exam	Assisting with Physical Examination (FS)	Hornemann, Lewis	HOS 17.01 Assist with physical exam
17.02 Irrigate EENT			
.02a Irrigate eyes		Hornemann, Lewis	HOS 17.02 Irrigate EENT AP 5.01 Describe the structure of the eye and their functions MS 16.01 Overview of the eye
.02b Irrigate ears		Hornemann, Lewis	HOS 17.02 Irrigate EENT MS 16.03 Diseases and disorders of the ear AP 5.02 Describe the structure of the ear and their functions
17.03 Prepare equipment and supplies for sterilization		HRET	HOS 17.03 Clean and sterilize equipment
18.01 Process patient for admission	Admission and Discharge (FS)	HRET, Lewis	HOS 18.01 Prepare a unit for admission
18.02 Transfer patient within facility		HRET, Wood	HOS 18.02 Transfer a patient

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TASK LISTING	INSTRUCTIONAL MATERIAL REFERENCES		
	Audio-Visuals	Textbooks	Student Materials
18.03 Discharge a patient	Admission and Discharge (FS)	HRET, Lewis	HOS 18.03 Discharge a patient
19.01 Give oral medications		Lewis, Skelley	HOS 19.01 Administer oral medications MS 2.00 Describe allergic conditions
19.02 Give parenteral medications	Intramuscular and Subcutaneous Injections (FS)	Lewis, Thompson, Wood	HOS 19.02 Administer parenteral medications
20.01 Put on sterile gown	Operating Room, Scrubbing, Gowning, and Gloving (FS) Aseptic Technique - Correct or Incorrect (ST)	Wood	HOS 20.01 Don surgically aseptic attire
20.02 Describe surgical team	Basic OR Furniture (ST)		HOS 20.02 Introduction to OR
20.03 Pass surgical instruments	Basic Surgical Instruments (ST) Passing Surgical Instruments (ST)		HOS 20.03 Identify basic surgical instruments
20.04 Drape patient for surgery	Basic Draping Procedures (ST)		HOS 20.04 Drape patient for surgery
21.01 Measure intake and output	Intake and Output (FS)	Hornemann, Lewis	HOS 21.01 Measure intake and output
21.02 Assist with IV infusion	Care of Your Patient Receiving Intravenous Therapy (FS)	Hornemann, Lewis	HOS 21.02 Care for patient receiving I.V. therapy
21.03 Care for patient with fluid imbalance	Fluid Retention - Edema (FS) Fluid Loss (FS)	Keane, Lewis	HOS 21.03 Assist patient with fluid imbalance AP 11.00 Body fluids MS 7.03 Care of burns

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TASK LISTING		INSTRUCTIONAL MATERIAL REFERENCES		
		Audio-Visuals	Textbooks	Student Materials
22.01	Record nursing care	Observation and Charting (FS)	Hornemann, HRET, Lewis	HOS 22.01 Record nursing care
22.02	Transcribe physician's orders	Transcribing the Doctor's Orders (FS)	HRET, Lewis, Wood	HOS 22.02 Transcribe physician's orders
22.03	Receive and deliver mail, gifts and flowers		HRET, Wood	HOS 22.03 Receive and deliver mail, gifts, and flowers
22.04	Fill out charge slips		Wood	HOS 22.04 Schedule patient test, examination and treatment
22.05	Use telephone for accepting and relaying messages		HRET, Wood	HOS 22.05 Accept and relay telephone messages
22.06	Maintain inventory		HRET	HOS 22.06 Maintain inventory
22.07	Conduct a patient census		HRET, Wood	HOS 22.07 Prepare and maintain daily census
22.08	Record TPR and blood pressure	Completing Graphic Form (FS)	Caldwell, HRET	HOS 22.08 Graph TPR
23.01	Carry infant		Brigley, amilton	HOS 23.01 Carry infant NC 2.00 The infant
23.02	Weigh and measure infant		Brigley, Hamilton	HOS 23.02 Weigh and measure infant NC 2.00 The infant
23.03	Collect urine specimen from infant		Brigley, Hamilton	HOS 23.03 Collect urine specimen NC 1.00 Hospitalized child NC 2.02 Disorders of the infant NC 3.02 Disorders of the toddler
23.04	Give daily care to the newborn	Introduction to Infant Care (FS)	Brigley, Hamilton	HOS 23.04 Give daily care to newborn MN 4.01 Normal newborn

CURRICULUM AREA: Health Occupations

TASK LISTING		INSTRUCTIONAL MATERIAL REFERENCES				
		Audio-Visuals	Textbooks	Student Materials		
23.05	Feed infant	Bottle Feeding (FS) Infant Care - Breast Feeding (FS)	Brigley, Hamilton	HOS MN NDT	23.05 4.01 4.02	Feed an infant Normal newborn Nutrition needs during infancy
24.01	Count and report fetal heart rate	Fetal Development (FS) Complications of pregnancy (FS)	Bethea, Anderson	HOS AP MN MN MN	24.01 9.00 1.00 2.01 2.02	Count and report fetal heart rate Describe the reproductive systems Fetal development Prenatal care Complications during pregnancy
24.02	Time contractions	Labor (FS) Delivery (FS)	Bethea, Anderson	HOS MN MN	24.02 3.01 3.02	Time Contractions Care during labor and delivery: normal labor Care during labor and delivery: complications
24.03	Suction infant's respiratory passages		Bethea	HOS MN MN	24.03 4.02 4.03	Suction infant's respiratory passages Premature and congenital abnormalities Birth injuries and diseases
24.04	Identify newborn using bracelets and imprints		Bethea, Brigley	HOS	24.04	Identify newborn
24.05	Irrigate eyes with silver		Bethea, Brigley	HOS MS	24.05 18.04	Irrigate eyes with silver nitrate Veneral diseases
24.06	Give perineal care	Perineal Care (FS)	Bethea, Anderson	HOS	24.06	Give perineal care to male and female patients

CURRICULUM AREA: Health Occupations

TASK LISTING	INSTRUCTIONAL MATERIAL REFERENCES		
	Audio-Visuals	Textbooks	Student Materials
(24.06 continued)			MN 5.01 Immediate post partum care MN 5.02 Daily care MN 6.00 Family planning
24.07 Administer vaginal irrigations and medications	Vaginal Douche (FS)	Hornemann, Lewis	HOS 24.07 Administer vaginal irrigations and medications AP 9.00 Describe the reproductive systems MS 18.01 Overview of reproductive systems MS 18.02 Disorders of the female
25.01 Use laboratory glassware	Washing Glassware (ST) Pipe Hing (ST) Using a Graduated Cylinder (ST)	Lee	HOS 25.01 Recognize glassware and use glassware safely HOS 25.02 Wash glassware
25.02 Obtain blood from a vein	Venipuncture Using Nacutainer System (ST)	Lee	HOS 25.03 Obtain blood from a vein
25.03 Perform capillary puncture		Lee	HOS 25.01 Perform capillary puncture
25.04 Measure hemoglobin	Hemoglobin (ST)	Lee, Oppenheim	HOS 25.02 Measure hemoglobin
25.05 Measure hematocrit	Hematocrit (ST)	Lee, Oppenheim	HOS 25.06 Measure hematocrit
25.06 Introduction to Urinalysis		Lee, Oppenheim	HOS 25.07 Introduction to Urinalysis
25.07 Group blood in ABO system		Oppenheim	HOS 25.08 Determine the ABO blood group of blood
25.08 Perform simple bacteriology tests		Lee, Oppenheim	HOS 25.09 Perform simple bacteriology tests

CURRICULUM AREA: Health Occupations

TASK LISTING		INSTRUCTIONAL MATERIAL REFERENCES				
		Audio-Visuals	Textbooks	Student Materials		
25.09	Prepare blood smears		Oppenheim	HOS	25.10	Prepare blood smears
26.01	Provide care for a patient with a cast	Care of the Patient in a Cast (FS)	Broadwell, Johnston	HOS	26.01	Care for orthopedic patient with a cast
				AP	2.01	Describe the structure and function of bones
				MS	14.03	Traumatic injuries and surgical conditions
26.02	Apply or remove braces		Broadwell, Thompson	HOS	26.02	Apply or remove braces
				AP	2.01	Describe the structure and function of bones
				AP	2.02	Describe the structure and function of joints, muscle and bursae
				MS	14.01	Overview of musculo-skeletal system
				MS	14.02	Inflammatory and infectious disorders
26.03	Apply or remove traction	Care of the Patient in Traction (FS)	Broadwell, Thompson	HOS	26.03	Apply or remove skin traction
26.04	Turn a patient on a turning frame		Hornemann, Wood	HOS	26.04	Operate turning frame
26.05	Operate a circ-o-lectric bed		Hornemann, Wood	HOS	26.05	Operate circ-o-lectric bed
27.00	Assist with post-mortum care	Care of the Patient Who is Dying (FS)	HRET, Thompson	HOS	27.00	Give post-mortum care
				MS	5.00	Chronic illness
				MS	6.00	Give care to the cancer patient
28.01	Give pre-operative skin care	Preoperative Skin Preparation (FS)	HRET, Lewis	HOS	28.01	Give pre-operative skin care

CURRICULUM AREA: Health Occupations

TASK LISTING		INSTRUCTIONAL MATERIAL REFERENCES				
		Audio-Visuals	Textbooks	Student Materials		
28.02	Prepare patient for surgery	Preoperative and Post-operative Care (FS)	HRET, Lewis	HOS MS	28.02 4.01	Prepare patient for surgery Preoperative preparation
28.03	Post-operative care	Preoperative and Postoperative Care (FS)	HRET, Lewis, Wood	HOS MS MS MS	28.03 4.02 4.03 4.04	Give immediate post-operative care Post-operative care Post-operative complications Pharmacology for surgical patients
29.01	Change colostomy dressing	Colostomy Care (FS)	Broadwell, Wood	HOS AP MS MS	29.01 6.01 11.01 11.03	Change colostomy drainage bag Describe the anatomy of the digestive system Overview of the digestive system Disorders of the lower G.I. tract
29.02	Irrigate colostomy	Colostomy Irrigation (FS)	Hornemann, Lewis	HOS	29.02	Irrigate colostomy
29.03	Give care to patient with N/G tube	Nasogastric Intubation (FS)	Broadwell, Wood	HOS AP MS MS	29.03 6.01 11.02 11.04	Care for naso-gastric tube Describe the anatomy of the digestive system Disorders of the upper G.I. tract Disorders of the accessory organs
30.01	Provide fresh drinking water		Caldwell	HOS	30.01	Provide fresh drinking water

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TASK LISTING		INSTRUCTIONAL MATERIAL REFERENCES		
		Audio-Visuals	Textbooks	Student Materials
30.02	Assist patient in placing telephone calls			HOS 30.02 Assist patient with telephone calls
30.03	Care for patient's flowers			HOS 30.03 Care for patient's flowers
31.01	Clean the occupied patient unit	Cleaning Occupied Room (FS)	HRET	HOS 31.01 Clean the occupied patient unit
31.02	Clean a discharged patient unit	Cleaning Patient Unit After Discharge (FS)	HRET	HOS 31.02 Clean a discharge unit
31.03	Clean an isolation unit	Cleaning the Isolation Unit (FS)	HRET	HOS 31.03 Clean an isolation unit
31.04	Clean operating room, delivery room and nursery	Cleaning the Surgical Suite (FS)	HRET	HOS 31.04 Clean special units
32.01	Describe the dental profession		Anderson, Richardson	HOS 32.01 Describe the dental profession
32.02	Maintain dental equipment	Basic Dental Equipment (ST) Introduction to the Dental World (ST)	Torres	32.02 Basic dental equipment
32.03	Seat and dismiss a dental patient	Seating the Dental Patient (ST) Dismissing the Dental Patient (ST)	Torres	HOS 32.03 Seat and dismiss the patient
32.04	Prepare an anesthetic syringe	Preparation of Dental Anesthetic Syringe (ST)	Torres	HOS 32.03 Prepare an anesthetic syringe
33.01	Prepare and serve food tray	Handling and Preparation of Food (FS)	Caldwell, HRET	33.01 Prepare and serve food tray

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TASK LISTING		INSTRUCTIONAL MATERIAL REFERENCES		
		Audio-Visuals	Textbooks	Student Materials
34.01	Describe duties of a radiologic technologist	Duties of Radiologic Technologist (ST)	General Electric, Watson	HOS 34.01 Duties of radiologic technologist
34.02	Educational requirements for the radiologic		Watson	HOS 34.02 Describe educational requirements for the radiologic technologist
34.03	Radiographic equipment	Radiographic Equipment (ST)	General Electric, Watson	HOS 34.03 Describe radiologic equipment
34.04	Radiation protection			HOS 34.04 Radiation protection
34.05	Radiographic positioning of the lower leg	Radiographic Positioning of the Lower Leg (ST)	American Society of Radiologic Technologists	HOS 34.05 Position patient for radiograph
35.00	Physical therapy assisting	Physical Therapy (ST)	Birchenall	HOS 35.00 Introduction to physical therapy

TEXTBOOK LIST

American Red Cross, First Aid and Personal Safety.

American Society of Radiologic Technologists, Introduction to Positioning, Programmed text.

Anderson and Shapiro, Obstetrics for the Nurse, Delmar, 1979.

Bethea, Introductory Maternity Nursing, Lippincott, 3rd ed., 1979.

Birchenall and Streight, Introduction to Health Careers, Lippincott, 1978.

Brigley, Pediatrics for the Practical Nurse, Delmar, 1973.

Broadwell and Milutinovic, Medical-Surgical Nursing Procedures, Delmar, 1977.

Caldwell and Hegner, Health Assistants, Delmar, 1979.

Grant and Murray, Emergency Care, Brady, 2nd ed., 1978.

Hamilton, Basic Pediatric Nursing, Mosby, 3rd ed., 1978.

Hornemann, Basic Nursing Procedures, Delmar, 1979.

HRET, Being a Food Service Worker, Brady, 1967.

HRET, Being a Housekeeping Aide, Brady, 1968.

HRET, Being a Nursing Aide, Brady, 1978.

HRET, Being a Ward Clerk, Brady, 1967.

Johnson and Hood, Total Patient Care, Mosby, 4th ed., 1976.

Keane, Essentials of Nursing, Saunders, 4th ed., 1979.

Lee, The Lab Aide, Mosby, 1976.

Lewis, Fundamental Skills of Patient Care, Lippincott, 1976.

Milliken, Understanding Human Behavior, Delmar, 1974.

Oppenheim, Textbook for Laboratory Assistants, Mosby, 2nd ed., 1976.

Richardson, The Dental Assistant, McGraw-Hill, 5th ed., 1978.

The Story of X-Ray, General Electric.

Thompson and Rosdahl, Textbook of Basic Nursing, Lippincott, 2nd ed., 197.

Torres, Modern Dental Assisting, Saunders, 2nd ed., 1980.

V'TECS, A Catalog of Performance Objectives, Criterion-Referenced Measures and Performance Guides for Licensed Practical Nursing, Vocational-Technical Education Consortium of States, Vocational Education Materials Center, 1976.

Watson, Patient Care and Special Procedures in Radiologic Technology, Mosby, 1974.

Wood and Rambo, Nursing Skills for Allied Health, Saunders, 1977.

INSTRUCTIONAL UNITS

All Instructional Units referenced in the Unit Guide sheets and listed on the Instructional Resource Matrix are State of Georgia developed materials. These units are available from the Vocational Education Materials Center, University of Georgia.

AUDIOVISUALS

Trainex Corporation, sound filmstrips for the health care field.

Georgia (VEMC), slides and tapes for Health Occupations Skills.

ADDITIONAL INSTRUCTIONAL RESOURCES

Textbooks

Brooks and Brooks, The Human Body, Structure and Function in Health and Disease, Mosby, 2nd ed., 1980

Govani and Hayes, Drugs and Nursing Implications, Appleton-Century-Croft

Howe, Basic Nutrition in Health and Disease, Saunders, 6th ed., 1976

Ingalls and Salerno, Maternal and Child Nursing, Mosby

Kerschner, Nutrition and Diet Therapy for PN, F.A. Davis

Memmler and Wood, Structure and Function of the Human Body, Lippincott, 1977

Morgan and Johnson, Mental Health and Mental Illness, Lippincott, 2nd ed., 1976

Scherer, Introductory Clinical Pharmacology, Lippincott, 1975

Scherer, Introduction to Medical Surgical Nursing (Workbook), Lippincott, 1977

Smith and Germaine, Care of the Adult Patient, Lippincott, 4th ed. 1975

Thomas, (Ed), Taber's Cyclopedic Medical Dictionary, F.A. Davis Company, 13th ed., 1977

Thompson, Pediatrics for Practical Nurses, Saunders, 3rd ed., 1976

Williams, Mowry's Basic Nutrition and Diet Therapy, Mosby, 6th ed., 1980

Audiovisuals

American Cancer Society	16 mm films
American Learning Systems	Sound filmstrips
Career Aids	Sound filmstrips Transparencies
Concept Media	Sound filmstrips
Human Relations Media	Sound filmstrips

Lippincott	Sound filmstrips Slides/tapes 16 mm film Videotapes Filmloops Self-instructional audiovisual modules
National Archives Trust Fund Board	16 mm film Video cassettes (rent or purchase)
Robert J. Brady	Overhead transparencies Slides/tapes Video tapes Sound filmstrips Audio tapes
Vocational Educational Materials Center (VEMC)	Slide/tapes

Models/Simulators/Replicas

Trainex

Fisher Scientific Company

Nystrom

Individualized Instruction

Lippincott	Self-instructional modules

RESOURCE ADDRESSES

American Cancer Society
Georgia Division, Inc.
2025 Peachtree Road NE
Atlanta GA 30309

American Learning Systems, Inc.
P.O. Box 2173
Columbus GA 31902
(404) 327-2619

American Society of Radiologic Technologists
55 E. Jackson Blvd.
Chicago, Ill. 60604.

Appleton-Century-Croft
292 Madison Avenue
New York NY 10017
(212) 532-1700

Brady (Robert J. Brady)

Career Aids Inc.
8950 Lurline Avenue
Department V14
Chatsworth CA 91311

Concept Media
P.O. Box 19542
Irvine CA 92714

C.V. Mosby Company
11830 Westline Industrial Dr.
St. Louis MO 63141
(314) 872-8370

Delmar Publishers
Division of Litton Educ. Pub. Inc.
50 Wolf Road
Albany NY 12205

F.A. Davis Company
1945 Arch Street
Philadelphia PA 19103
(215) 568-2270

Fisher Scientific Company
Educational Materials Div.
4901 W. LeMoyne Street
Chicago IL 60651

General Electric Company
Training and Education Programs
1 River Road, Building 22, Room 232
Box MK
Schenectady NY 12345

Human Relations Media
175 Tompkins Avenue
Pleasantville NY 10570

Health Professions Publications
J.B. Lippincott Company
East Washington Square
Philadelphia PA 19105
(800) 523-2945

Macmillan Publishing Co.
866 Third Avenue
New York NY 10022
(212) 935-2000

McGraw-Hill Book Company
1221 Avenue of the Americas
New York NY 10020
(212) 997-1221

Mosby (C.V. Mosby)

National Archives Trust Fund Board
National Audiovisual Center
Washington DC 20409

Nystrom
3333 Elston Avenue
Chicago IL 60618
(312) 463-1144
  (Local Rep)
  John Wilhelm
  4778 Devon Way
  Stone Mountain GA 30088
  (404) 981-7608

Robert J. Brady Company
Subs of Prentice Hall
Routes 197 and 450
Bowie MD 20715
(301) 262-6300

Saunders (W.B. Saunders)

W.B. Saunders Company
Subs of Columbia Broadcasting
System
W. Washington Square
Philadelphia PA 19105
(215) 574-4700

Trainex Corporation
P.O. Box 116
Garden Grove CA 92642
(800) 854-2485

Vocational Education Materials
Center (VEMC)
Green Street
University of Georgia
Athens GA 30602

SECTION VII

STUDENT RECORDS

STUDENT RECORDS

This section contains three forms, the Individual Progress Report Chart, the Group Progress Chart and the Student Competency Record. The use of these charts is described below.

INDIVIDUAL PROGRESS REPORT. One copy should be kept in each student's confidential file and updated as tasks are completed. Grades should be assigned upon task completion and then averaged for grade reporting. Difficulty, excessive amounts of time, etc. should be noted on this form and should be discussed with the student and/or parents of secondary students.

GROUP PROGRESS CHART. This chart reflects task completion only and can be displayed in the classroom or lab area. Due to confidentiality of records, a grade must not be recorded. The instructor should maintain a copy of this record and update it daily.

STUDENT COMPETENCY RECORD. This record provides a listing of all tasks or units in the program, a space is designated for the student's name, program identification D.O.T. number and job title and a check off column to initial and date competency completion. The D.O.T. number and job title should be filled in when the student leaves the program for any reason. The information will indicate his/her qualifications for a job. This information will be especially useful to early leavers who have not completed the total program. A list of tasks is provided for each exit point on page VII-4. In addition a Task Listing/D.O.T. Code Cross Reference Table in Section III contains information that identifies the tasks for each job title.

The following is a list of tasks which will enable a student to meet the requirements for the identified occupation.

Psychiatric Aide
355.377-014

HOS 1.00 (all)
2.00 (all)
3.00 (all)
4.00 (all)
5.00 (all)
6.00 (all)
7.00 (all)
8.00 (all)
9.00 (all)
10.00 (all)
11.00 (all)
12.00 (all)
14.01
14.02
17.00 (all)
19.00 (all)
21.00 (all)
28.00 (all)
30.00

Occupational Therapy Aide
355.374-010

8.01
8.02
8.03
8.04
8.01
9.02
22.05

Physical Therapy Aide
355.354-010

1.03
2.00 (all)
3.00 (all)
4.00 (all)
6.00 (all)
7.00 (all)
8.00 (all)
10.00 (all)
11.01
11.03
17.01
17.04
22.02
22.04
22.05
22.06
23.00 (all)

Hospital Entrance Attendant
355.677-014

8.02
8.03
8.05

Ward Clerk
245.362-014

12.04
22.01
22.03
22.04
22.05
22.06
22.07

Nurse Aide
355.674-014
Orderly
355.674-018

1.00 (all)
2.00 (all)
3.00 (all)
4.00 (all)
5.00 (all)
7.00 (all)
8.00 (all)
9.00 (all)
10.01
11.00 (all)
12.00 (all)
13.02
13.03
14.01
14.02
15.01
15.02
15.03
15.07
16.00 (all)
18.00 (all)
21.01
22.03
22.05
23.01
23.02
23.04
23.05
24.06
24.07
30.00

Home Attendant
354.377-014

1.00 (all)
2.00 (all)
3.00 (all)
4.00 (all)
5.01
7.00 (all)
8.00 (all)
9.01
9.02
9.03
10.00 (all)
11.00 (all)
12.01
12.02
14.01
14.02
15.01
15.02
15.07
16.00 (all)
19.01
21.01
21.03
22.01
22.03
22.05
22.08
23.01
23.02
23.04
23.05
26.01
26.02
29.01
29.02
30.00

INDIVIDUAL PROGRESS REPORT

NAME ______________________________

PROGRAM/ CLUSTER ______________________________ AREA ______________________________

TASK/ UNIT NO.	UNIT TITLE	DATE STARTED	DATE COMP.	EST. TIME	GRADE

GROUP PROGRESS CHART

NAME	UNITS/TASKS																				

RECORD OF DEMONSTRATED JOB COMPETENCIES

STUDENT NAME ______________________ PROGRAM ______________________

DICTIONARY OF OCCUPATIONAL TITLES JOB CLASSIFICATION: D.O.T. No. ______________________

JOB TITLE ______________________

Unit No.	Competency Demonstrated	Initial Date
	A.M. and P.M. Care	
1.01	Assist the Patient to Maintain Oral Hygiene	
1.02	Assist the Patient with Elimination	
1.03	Give the Patient a Back Rub	
	Assist with Bathing	
2.01	Give Bed Bath	
2.02	Assist with Shower	
2.03	Assist with Tub Bath	
2.04	Dress Adult Bed Patient	
	Care of Skin Accessories	
3.01	Shave Male	
3.02	Give Shampoo to Bed Patient	
3.03	Brush or Comb Hair	
3.04	Care for Nails	
	Care for Beds	
4.01	Adjust Bed to Different Positions	
4.02	Make Unoccupied Beds	
4.03	Make an Occupied Bed	
	Aseptic Techniques	
5.01	Wash Hands	
5.02	Handle Sterile Equipment and Supplies	
5.03	Put on Sterile Gloves	
	Isolation Techniques	
6.01	Prepare a Unit for Isolation	
6.02	Put on and Remove Mask	
6.03	Put on and Remove Gown	
6.04	Perform Double Bagging	
6.05	Serve and Remove Diet Tray in Isolation	
6.06	Transfer Isolation Patient Withing Facility	
	Vital Signs	
7.01	Take Temperature	
7.02	Take Pulse	
7.03	Take Respirations	
7.04	Take Blood Pressure	
	Assist with Ambulation	
8.01	Assist to Dangle and Ambulate	
8.02	Assist with a Wheelchair	
8.03	Ambulate with Assistive Devices	
8.04	Transfer with a Mechanical Lift	
8.05	Transfer using a Stretcher	
	Positions Bed Patient	
9.01	Position Dependent Patient	
9.02	Assist Patient with ROM Exercises	
9.03	Apply Anti-Embolic Stocking	
9.04	Place Patient on Alternating Pressure Mattress	
9.05	Apply Restraints	
	Care of Wounds	
10.01	Apply Bandages and Binders	
10.02	Apply Sterile Dressings	
10.03	Irrigate Wounds	
	Apply Heat and Cold	
11.01	Apply Local Cold Treatments	
11.02	Administer Tepid Baths	
11.03	Apply Local Heat Treatments	
11.04	Assist Patient with Sitz Bath	
	Emergency Care	
12.01	Perform Cardiopulmonary Resuscitation	
12.02	Control External Hemorrhage	
12.03	Immobilize a Fracture	
12.04	Evacuate Patients	
	Assist with Respiration	
13.01	Administer Oxygen Correctly	
13.02	Assist a Patient with Breathing Exercises	
13.03	Assist a Patient with Postural Drainage	
13.04	Suction a Patient's Upper Respiratory Passage	
13.05	Suction a Tracheostomy	
13.06	Clean an Inner Cannula of a Tracheostomy	
13.07	Set up a Child-Adult Mist Tent	
13.08	Assist with Water-Seal Drainage	
	Assist with Nutrition	
14.01	Serve Food Tray	
14.02	Feed the Patient	
14.03	Administer Gavage Feeding	
	Urine Elimination	
15.01	Collect a Routine Urine Specimen	
15.02	Collect a Clean-Catch Urine Specimen	
15.03	Check Urine for Sugar and Acetone and Specific Gravity	

Unit No.	Competency Demonstrated	Initial Date
15.04	Insert a Catheter into the Urinary Bladder	
15.05	Irrigate the Bladder and Give Catheter Care	
15.06	Remove a Retention Catheter	
15.07	Collect a 24-hour Urine Specimen	
	Bowel Elimination	
16.01	Give an Enema	
16.02	Insert a Rectal Suppository	
16.03	Collect a Stool Specimen	
16.04	Remove a Fecal Impaction	
	Medical Office Skills	
17.01	Assist with Physical Exam	
17.02	Irrigate EENT	
17.03	Clean and Sterilize Equipment	
	Admission, Transfer and Discharge	
18.01	Prepare a Unit for Admission	
18.02	Receive and Admit a Patient	
18.03	Transfer a Patient	
18.04	Discharge a Patient	
	Administer Medications	
19.01	Administer Oral Medications	
19.02	Administer Parenteral Medications	
	Surgical Technician Skills	
20.01	Don Surgically Aseptic Attire	
20.02	Introduction to O.R.	
20.03	Pass Surgical Instruments	
20.04	Drape Patient	
	Maintain Fluid Balance	
21.01	Measure Intake and Output	
21.02	Care for Patient Receiving I.V. Therapy	
21.03	Assist Patient with Fluid Imbalance	
	Maintain Records and Perform Ward Clerk Duties	
22.01	Record Nursing Care	
22.02	Transcribe Physician's Orders	
22.03	Receive and Deliver Mail, Gifts and Flowers	
22.04	Fill out Charge Slips	
22.05	Accept and Relay Telephone Messages	
22.06	Maintain Inventory	
22.07	Prepare and Maintain Daily Census	
22.08	Graph T.P.R.	
	Infant Care	
23.01	Carry Infant	
23.02	Weigh and Measure Infant	
23.03	Collect Urine Specimen	
23.04	Give Daily Care to Newborn	
23.05	Feed An Infant	
	Maternal and Newborn Care	
24.01	Count and Report Fetal Heart Rate	
24.02	Time Contractions	
24.03	Suction Infant's Respiratory Passages	
24.04	Identify Newborn	
24.05	Irrigate Eyes with Silver Nitrate	
24.06	Give Perineal Care to Male and Female	
24.07	Administer Vaginal Irrigations and Medications	
	Medical Laboratory Techniques	
25.01	Use Laboratory Glassware	
25.02	Obtain Blood from a Vein	
25.03	Perform Capillary Puncture	
25.04	Measure Hemoglobin	
25.05	Measure Hematocrit	
25.06	Introduction to Urinalysis	
25.07	Group Blood in ABO System	
25.08	Perform Simple Bacteriology Tests	
25.09	Prepare Blood Smears	
	Care of Orthopedic Patient	
26.01	Care for Orthopedic Patient with a Cast	
26.02	Apply or Remove Braces	
26.03	Apply or Remove Skin Traction	
26.04	Operate Turning Frame	
26.05	Operate Circ-o-lectric Bed	
27.00	Give Post-Mortum Care	
	Care of Surgical Patient	
28.01	Give Pre-operative Skin Care	
28.02	Prepare Patient for Surgery	
28.03	Give Immediate Post-op Care	
	Special Care of G.I. Tract	
29.01	Change Colostomy Drainage Bag	
29.02	Irrigate Colostomy	
29.03	Care for Naso-gastric Tube	
	Maintain Patient Environment	
30.01	Provide Fresh Drinking Water	
30.02	Assist Patient with Telephone	
30.03	Care for Patient's Flowers	
	Housekeeping Aide	
31.01	Clean the Occupied Unit	
31.02	Basic Dental Equipment	
31.03	Clean the Occupied Isolation Unit	
31.04	Clean Special Areas	
	Dental Assisting	
32.01	Dental Profession	
32.02	Basic Dental Equipment	
32.03	Seat and Dismiss the Patient	
32.04	Prepare an Anesthetic Syringe	

Unit No.	Competency Demonstrated	Initial Date	Unit No.	Competency Demonstrated	Initial Date
	The Dietary Aide		34.03	Radiographic Equipment	
33.01	Prepare and Serve Food Tray		34.04	Radiation Protection	
	Radiologic Technology		34.05	Radiographic Positioning of the Lower Leg	
34.01	Duties of the Radiologic Technologist		35.00	Physical Therapy Assisting	
34.02	Educational Requirements of the Radiologic Technologist				

This is to certify that the above named student has demonstrated proficiency in the performance of the tasks and/or competencies indicated above. These tasks and/or competencies have been determined to be the skills and knowledge that are necessary for entry level employment into the job classification indicated.

Date________________________ Instructor____

School____

SECTION VIII

SPECIAL NEEDS STUDENT

WORKING WITH SPECIAL NEEDS STUDENTS

Introduction

Special needs students are those who are designated as handicapped and/or disadvantaged. The 1976 vocational education amendment defines handicapped individuals as:

> Persons who are mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, health impaired, or persons with other specific disabilities, who by reason thereof require special education and related services and who cannot succeed in the regular vocational education programs.

In Title II of the 1976 education amendments disadvantaged persons are defined as:

> Persons (other than handicapped persons) who have academic or economic disadvantages and who require special services, assistance or programs in order to enable them to succeed in vocational education programs.

Federal legislation requires that these special people be given an opportunity to function in a regular classroom. This section provides information on how special needs students are identified and how they can be mainstreamed into regular educational environments.

Figure One presents a model depicting various activities of the process in identifying and mainstreaming special needs students. These activities are conducted at three levels: the system level, the school level and the classroom level. All three levels must work together if implementation of the process is to be effective.

Identification Of The Special Needs Student

Through a variety of pre-testing procedures, special needs students are identified and their potentials are evaluated at the

SPECIAL NEEDS MAINSTREAMING MODEL

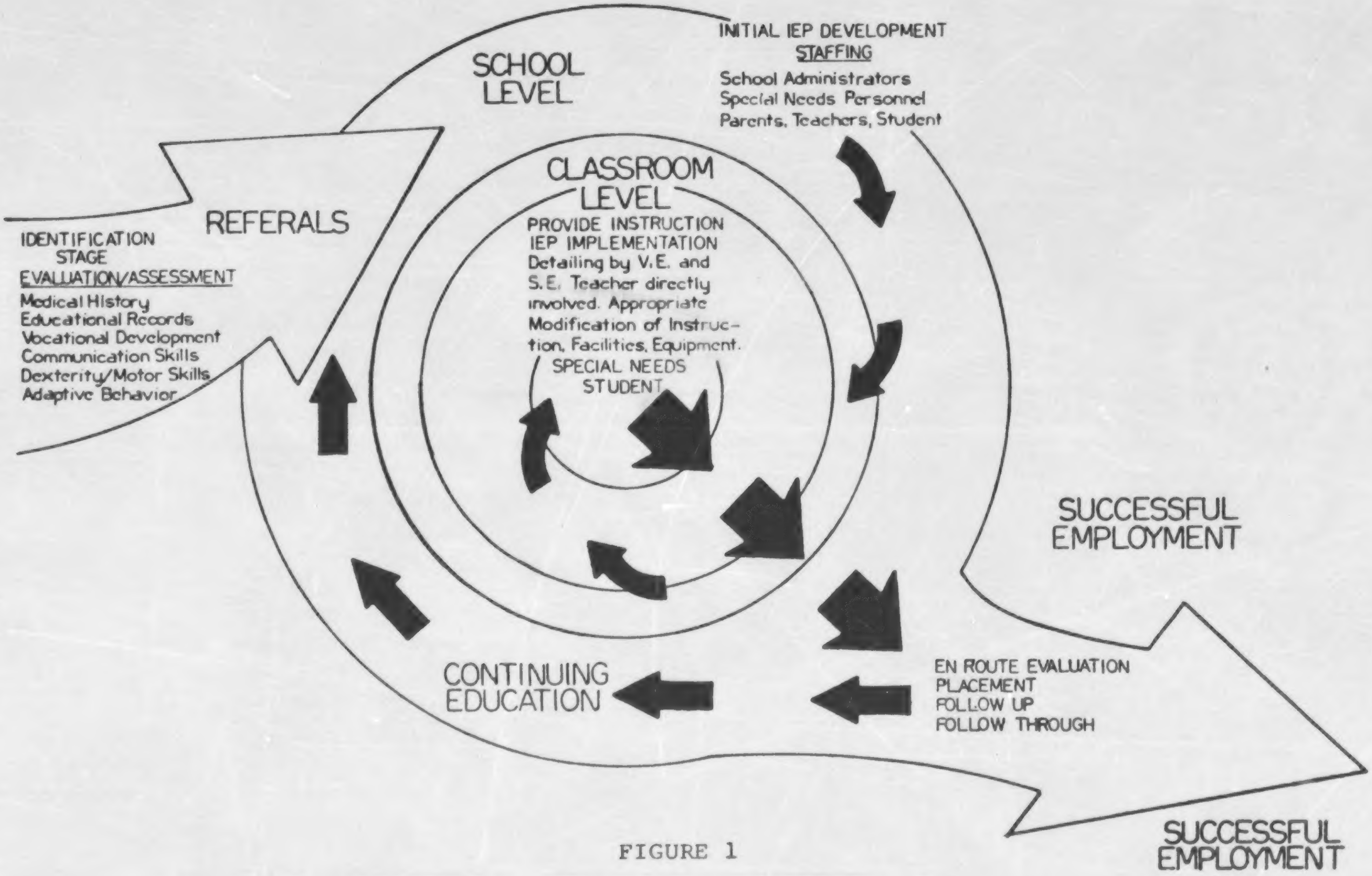
SCHOOL LEVEL
INITIAL IEP DEVELOPMENT
STAFFING
School Administrators
Special Needs Personnel
Parents, Teachers, Student
REFERALS
IDENTIFICATION STAGE
EVALUATION/ASSESSMENT
Medical History
Educational Records
Vocational Development
Communication Skills
Dexterity/Motor Skills
Adaptive Behavior
CLASSROOM LEVEL
PROVIDE INSTRUCTION
IEP IMPLEMENTATION
Detailing by V.E. and S.E. Teacher directly involved. Appropriate Modification of Instruction, Facilities, Equipment.
SPECIAL NEEDS STUDENT
SUCCESSFUL EMPLOYMENT
EN ROUTE EVALUATION
PLACEMENT
FOLLOW UP
FOLLOW THROUGH
CONTINUING EDUCATION
SUCCESSFUL EMPLOYMENT

FIGURE 1

system level. This evaluation process consists of collecting and assessing the following data for each student:

- -Medical History
- -Educational Records
- -Vocational Development
- -Communication Skills
- -Dexterity/Motor Skills
- -Adaptive Behavior

When this procedure has been completed, the system personnel refers the student to the appropriate school level personnel.

Development of the Plan

At the school level, an Individual Education Plan (IEP) is developed for each special needs student. An IEP is a written plan which describes the educational objectives, both long and short term, and the support services for a special needs student. The plan is developed by the school administration, special education personnel, teacher(s) directly involved with the student and the parent(s). In some cases, the student may help with the development.

Implementing the I.E.P.

The actual implementing of the I.E.P. begins at the classroom level. The purpose of the teacher dealing with the special needs student is to help the student set realistic goals, identify the barriers which make it difficult for the student to learn and adapt the curriculum and/or facilities with reference to the I.E.P. so the student can learn while overcoming personal barriers.

Special needs students have problems which hinder their learning. Therefore, a teacher's job becomes more complicated than when teaching "regular" students. Handicapped students may have a variety of problems - mental, physical and/or emotional.

Academically disadvantaged students may exhibit language deficiencies, reading and writing deficiencies, computational deficiencies and general educational deficiencies. Economically disadvantaged students may possess an inability to concentrate because their primary needs - food, shelter, clothing - are not adequately met due to lack of money.

By considering these problems, teachers can modify existing programs to accommodate the needs of special needs learners. Some suggestions which may prove beneficial in modifying an existing curriculum are listed below:

- Prepare instructional materials in greater detail and assign work in shorter units.
- Provide more frequent evaluation of student's progress and provide opportunities for remedial work.
- Be aware of the student's limited vocabulary.
- Be aware of the student's inability to understand abstractions and generalizations and prepare materials accordingly.
- Keep the student aware of his or her progress and make the student feel he or she can succeed.
- Use real teaching aids, live work and practical experiences whenever possible.
- Choose reading material which is at the student's level, interest and experience.
- Use constructive criticism only.
- Use peer instruction whenever possible.
- Allow the student to advance at his or her own pace.
- Use the part-to-whole learning concept in adapting materials.

Materials Which Can Be Used to Teach Disadvantaged

In Georgia an effective set of materials has been developed to be used with a program to help disadvantaged students adjust to life and work situations. This program is called CVAE or Coordinated Vocational Academic Education. The CVAE program is organized with a coordinator who is responsible for the type of instruction the students receive, and a team of teachers assigned to the coordinator who work cooperatively to help the disadvantaged students learn to enjoy school and become more successful students. CVAE materials include visuals in the form of synchronized slide/ tape presentations. These units are designed to help the disadvantaged student become more successful in school, learn good work habits, become an aware consumer, and develop a better self-image and appearance. (Although designed especially for disadvantaged students, CVAE may also be used in regular classroom situations). The vocational education teacher should work with the CVAE coordinator to design a program of study for the disadvantaged students in areas in which the student needs help.

In some cases, facilities, must be modified for handicapped special needs students. In general, as long as the classroom/ shop meets federal guidelines for barrier free design, extensive facility changes need not be made. For visually impaired students, for example, let the student locate in the classroom where he or she can see best even to the point of moving the desk or work station as a portable unit. In the case of orthopedically handicapped, some changes may have to be made to shop machinery to allow the student to use it. This may involve more convenient controls or special seating where the student would normally stand. In making these changes, special education expertise would be helpful.

Evaluation

Evaluation of the student's program should consist of:

- -En-route evaluation (formative) to monitor the student's progress through the program.
- -Summative evaluation upon completion of the program to determine job readiness.
- -Follow-up after placement to determine if the student is successful on the job.
- -Follow-through activities designed to identify any further training needed, which is indicated by the follow-up procedure.

Working with special needs students is much more demanding of the system, the school and the classroom teacher. However, with their patience and understanding, special needs students can not only succeed, but in many cases excell.

RESOURCES

To aid the teacher in modifying materials for special needs categories, the following references are listed by category. These are suggested references only as a world of materials exist on this subject.

Mentally Retarded

A Curriculum Guide for Teachers of Educable Mentally Retarded. Danville, Ill.: The Interstate Printers and Publishing Co., Inc.

High, Elizabeth C., and Moyers, Kathy L. Training Manual: Developing Pre-Vocational/Vocational Skills in Developmentally Disabled Persons. Washington, D.C.: Job Development Laboratory, George Washington University, 1976.

Kolstoe, Oliver P. Teaching Educable Mentally Retarded Children. Holt, Rinehart and Winston, 1976.

Mulligan, Robert E.; Gavin, Donald and Conaley, James. Comprehensive Career Education Curriculum Guide for the Trainable. New Brunswick, N.J.: Rutgers Vocational-Technical Curriculum Laboratory, 1977.

Introduction to Vocations for Educable Mentally Retarded. New Jersey: New Jersey Department of Education.

State of Ohio Curriculum Guide for Moderately Retarded Learners. Columbus, Ohio: Ohio Department of Education, 1977.

Tucker, Mark M. Learning through Curriculum Modification; A Blueprint to Teaching the Mentally Retarded. Johnstown, PA.: Mafex Associates, Inc., 1976.

Watson, Marjorie. Mainstreaming the Educable Mentally Retarded. Washington, D.C., NEA, 1975.

Hearing Impaired

Alvin, Howard P. The Evolution of an Evaluation Design for Evaluating Secondary Programs for the Deaf in Vocational Occupational-Technical Education (VOTE) Programs. ERIC - ED 123-241.

Guidelines: Educational Planning for the Hearing Handicapped. North Carolina Public Schools. Division for Exceptional Children, North Carolina Department of Public Instruction, Raleigh, N.C., 1977.

Munson, Harold L.; Eglston, Judy Cobb and Phillips, Gordon B. Career Education for Deaf Students: An Inservice Leader's Guide. University of Rochester, College of Education, Center for the Study of Helping Services, Rochester, N.Y. 1975.

Nix, Gary W. Mainstreaming Education for Hearing Impaired Children and Youth. Grune and Stratton, 1976.

Orthopedically and Other Health

A Model Plan for a Cooperative Vocational Rehabilitation Program. Office of Human Development, Rehabilitation Services and Administration. Department of Health, Education and Welfare, Washington, D.C.

Mallix, Kalisanker and Mueller, Jim. Vocational Aids and Enhanced Productivity of the Severely Disabled. The George Washington University Rehabilitation Research and Training Center, Washington, D.C. 1975.

McCarthy, Henry and Smart, Landon. Recommendations for Enhancing Employment Prospects of Handicapped Individuals. Comps. Human Resources Center, Albertson, L. I., 1978.

Duncan, John, et al. Environmental Modifications for the Visually Impaired: A Handbook. Visual Impairment and Blindness, December 1977, p. 442-455.

Disadvantaged

Guidelines for Methods and Techniques of Teaching Disadvantaged Students. Division of Vocational Education, Virginia Polytechnic Institute and State University, Blackburg, VA.

A Handbook for Developing Programs and Services for Disadvantaged Students. Department of Vocational Education Studies, College of Education, Southern Illinois, University of Carbondale, Carbondale, Ill. 62901

By Program

Adaption of Home Economics Curricula for Special Needs. North Dakota Research Coordination Unit, State Board for Vocational Education, State Office Building, Bismarck, ND.

Auto Body: An Adaptive and Developmental Program for Special Needs Students. Vocational-Technical Curriculum Laboratory, Rutgers - The State University, New Brunswick, N.J. 1976.

Floriculture Board of Cooperative Educational Services of Nassaw County, Division of Occupational Education, Division of Special Education, Westburg, NY 1975.

Grubb, Francine. Basic Business - A Teacher's Guide to an Employment Orientation Course for Special Needs Students. Vocational Technical Curriculum Laboratory, Rutgers - The State University, New Brunswick, N.J. 1976.

Home Economics and the Exceptional Student: A Handbook for Home Economics Teachers Working with Mentally Retarded Students. Vocational-Technical Curriculum Laboratory, Rutgers - The State University, New Brunswick, N.J. 1976.

Troutman, Carol M. Introduction to Office Occupations. Vocational-Technical Curriculum Laboratory, Rutgers - The State University, New Brunswick, N.J. 1974.

Working with the Handicapped in the Vocational Home Economics Classroom. Division of Vocational Education, State of Ohio, Columbus, Ohio.

Coordinated Vocational Education and Training (C.V.E.T.) manuals for disadvantaged, available from: Oklahoma State Department of Vocational and Technical Education, Curriculum and Instructional Materials Center, 1515 West Sixth Avenue, Stillwater, Oklahoma 74074.

-CVET Construction	3100219	Teacher's Guide
	3100209	Student
-CVET General Mechanics	3100239	Teacher's Guide
	3100229	Student

General Special Needs

A Handbook for Modifying Vocational Curricula for Handicapped Students. Wisconsin Vocational Studies Center, University of Wisconsin, Madison, May 1980.

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SECTION IX

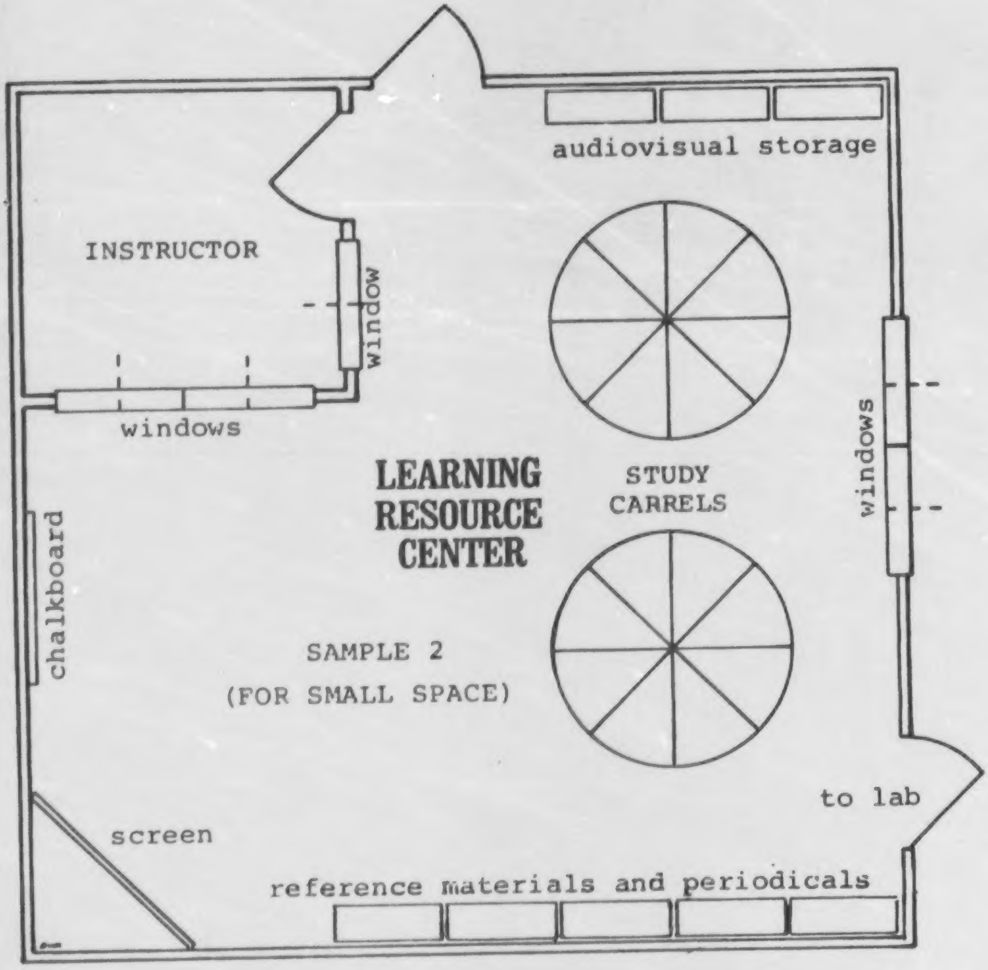
FACILITY LAYOUT

Facility Layout

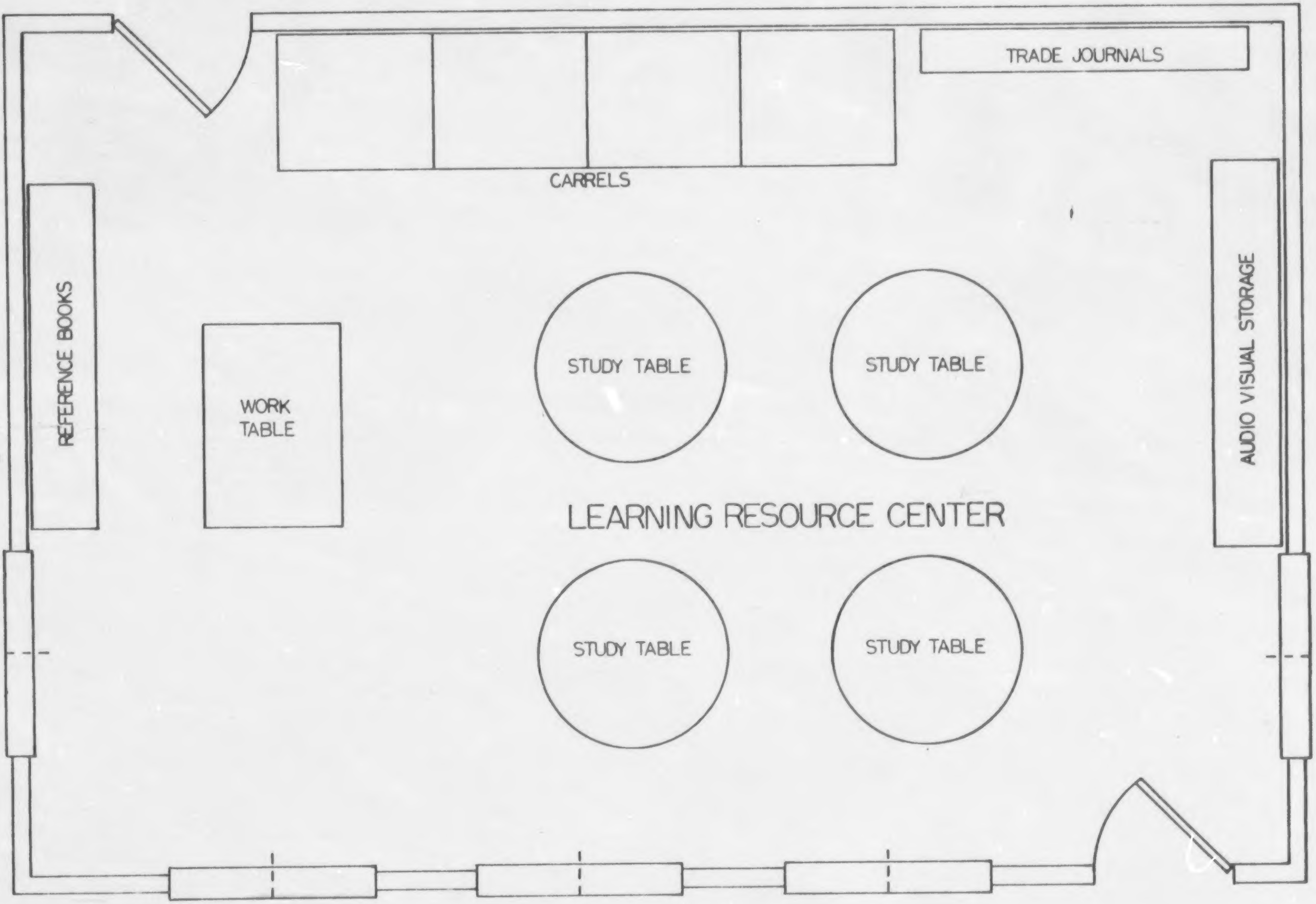
The following layouts on the following pages are presented to aid in arranging the classroom and laboratory for efficient instruction. The three resource center arrangements represent small, medium and large centers. Ultimately the instructor must determine an arrangement that best fits the needs of the students and the instructional method being used.

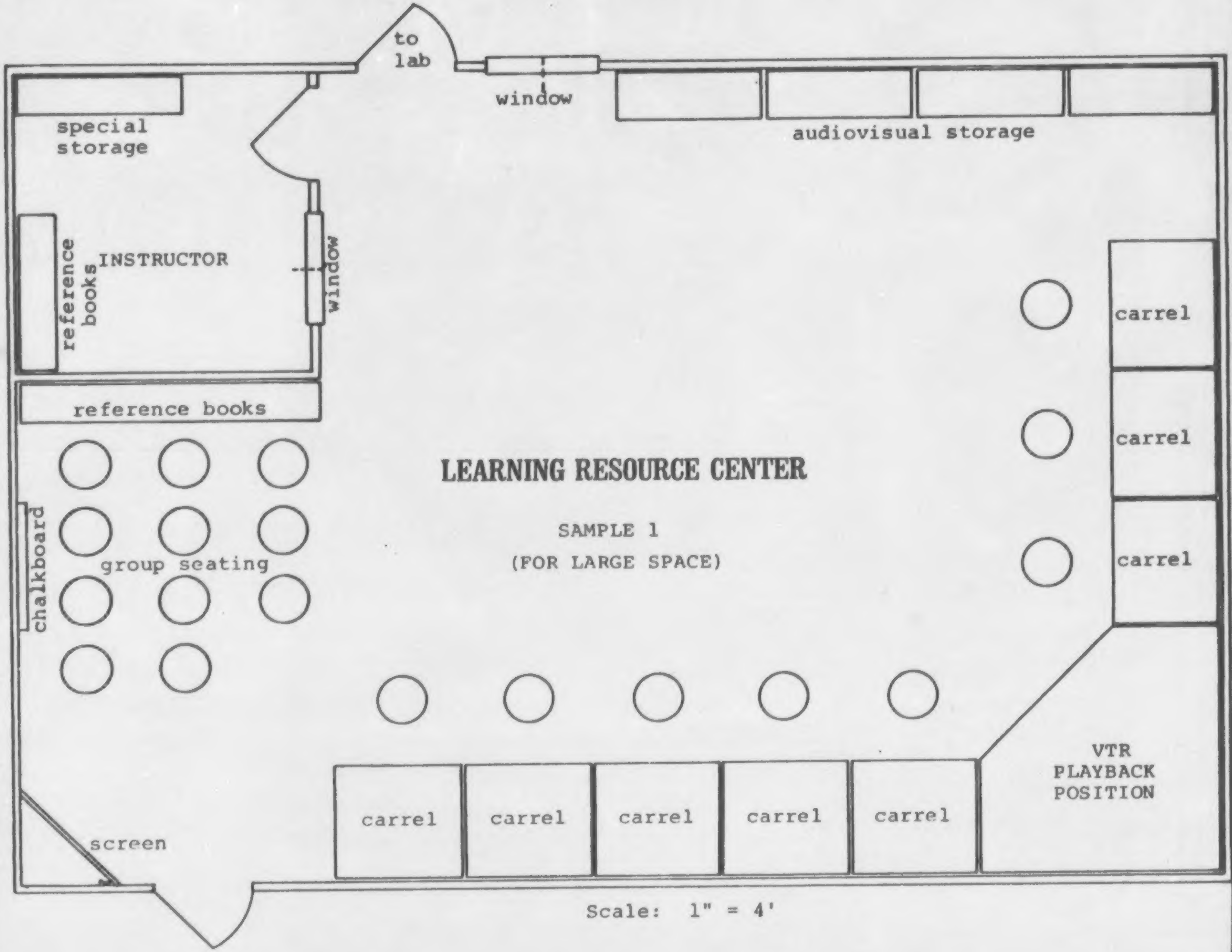
The laboratory facility layout is one recommended by the teachers who developed the Health Occupations Skills program materials. This facility is easily adaptable to a variety of arrangements that will best fit local needs. The last layout, page IX-8 is a traditional classroom/laboratory layout.

These layouts may be especially useful in those schools where classroom renovation or construction is being planned.


audiovisual storage
INSTRUCTOR
window
windows
LEARNING RESOURCE CENTER
STUDY CARRELS
windows
chalkboard
SAMPLE 2
(FOR SMALL SPACE)
to lab
screen
reference materials and periodicals

Scale: 1" = 4'


TRADE JOURNALS
CARRELS
REFERENCE BOOKS
WORK TABLE
STUDY TABLE
STUDY TABLE
AUDIO VISUAL STORAGE
LEARNING RESOURCE CENTER
STUDY TABLE
STUDY TABLE



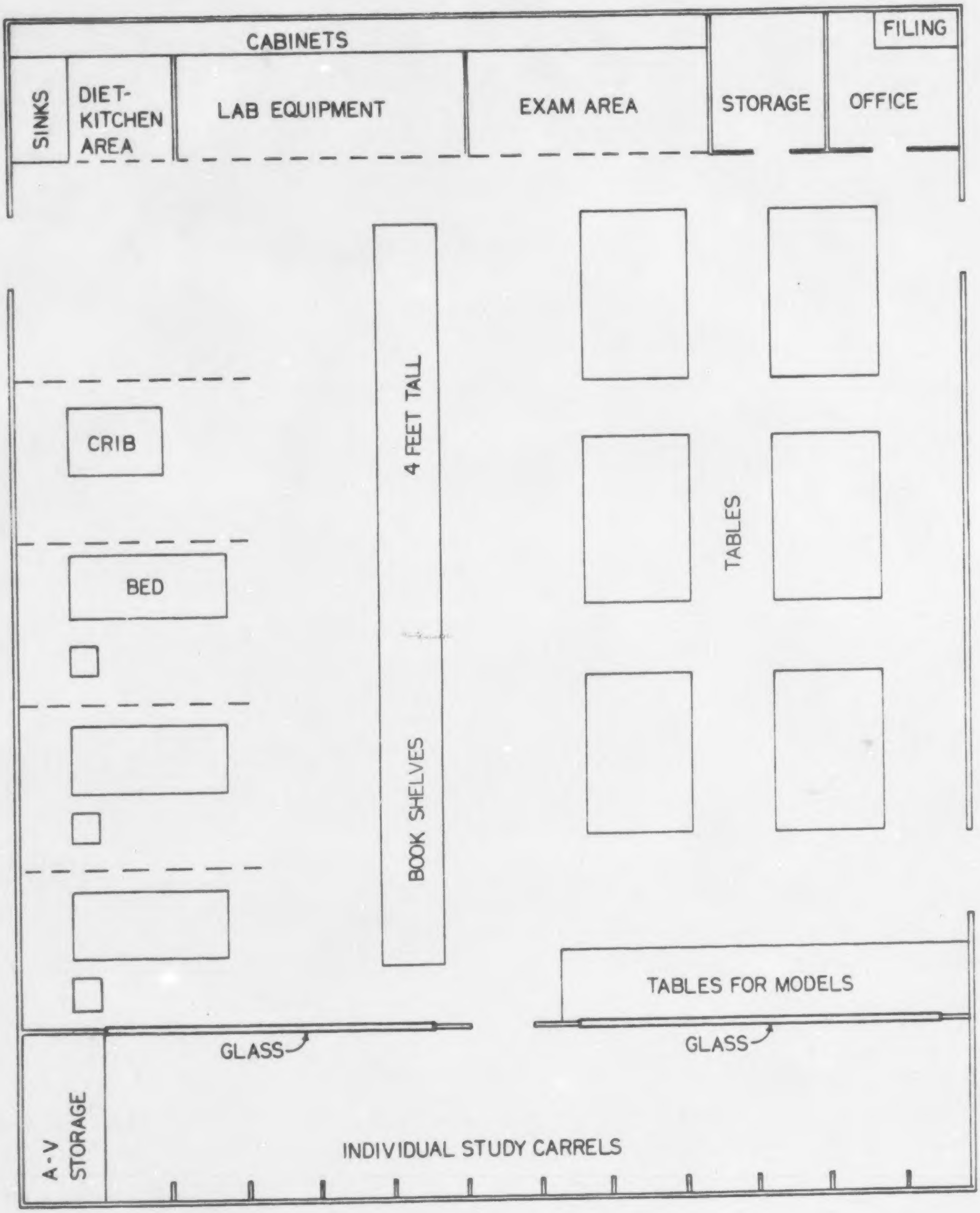
LEARNING RESOURCE CENTER

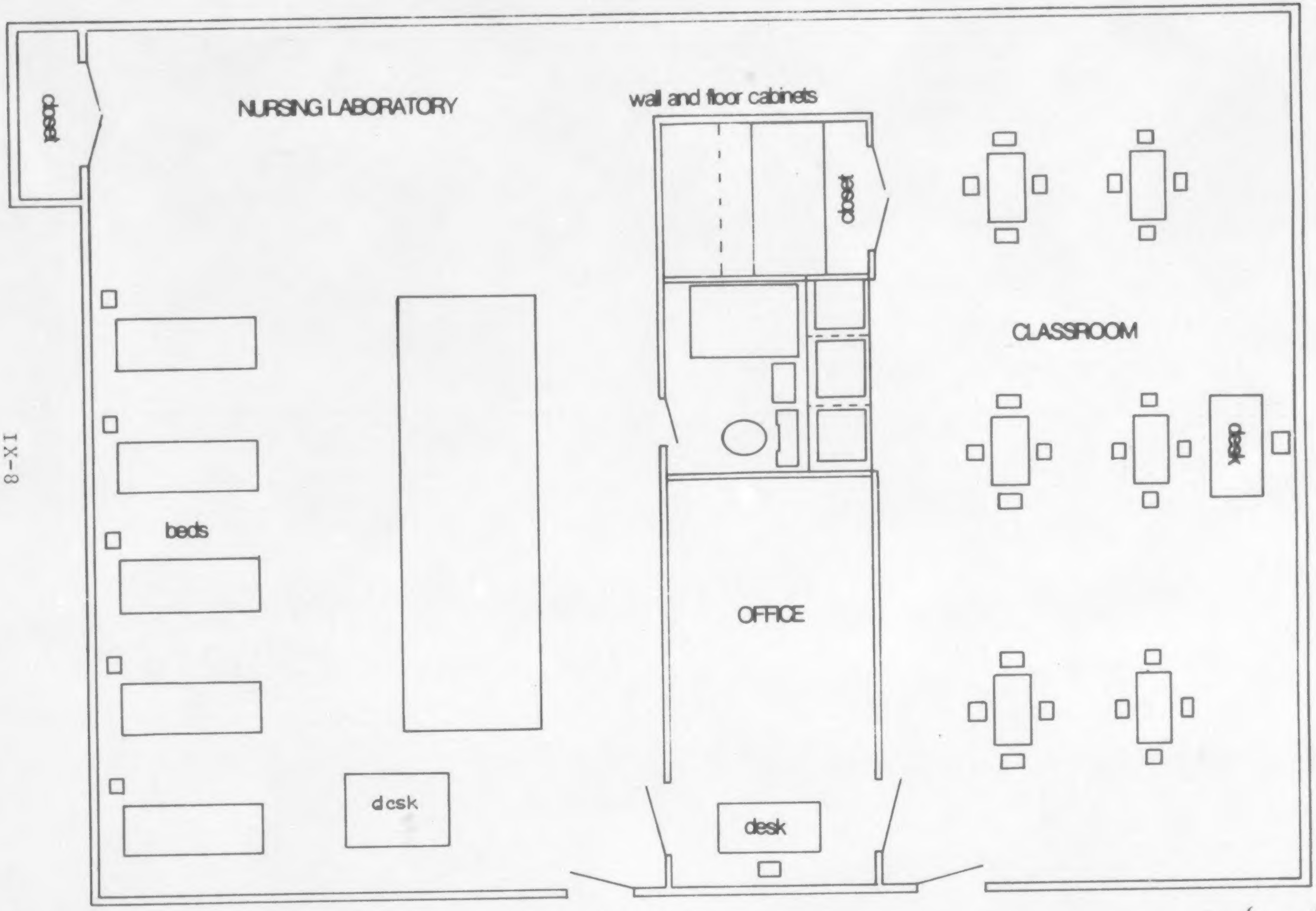
SAMPLE 1
(FOR LARGE SPACE)

to lab
window
special storage
audiovisual storage
reference books
INSTRUCTOR
window
reference books
chalkboard
group seating
carrel
carrel
carrel
VTR PLAYBACK POSITION
screen
carrel
carrel
carrel
carrel
carrel

Scale: 1" = 4'

LABORATORY


CABINETS
FILING
SINKS
DIET-KITCHEN AREA
LAB EQUIPMENT
EXAM AREA
STORAGE
OFFICE
4 FEET TALL
BOOK SHELVES
TABLES
CRIB
BED
TABLES FOR MODELS
GLASS
GLASS
A-V STORAGE
INDIVIDUAL STUDY CARRELS


closet
NURSING LABORATORY
wall and floor cabinets
closet
CLASSROOM
desk
beds
OFFICE
dcsk
desk

SECTION X

DEFINITION OF TERMS

DEFINITION OF TERMS

1. AV's-Audiovisuals - May refer to any picture and/or sound media. (ie. slides, tapes, filmstrips, 16 mm films, etc.)

2. Checkpoint - A student-instructor interface point wherein the instructor may give the student a test, perform a demonstration, or simply provide the student with additional needed information or instructions. Also a checkpoint may be used for motivational purposes.

3. Competency - The ability (knowledge, skills and attitudes) to perform all of a group or cluster of related tasks required to complete a designated activity according to occupational standards. In the educational setting the statement of a competency includes expected student outcomes in terms of knowledge, skills, and attitudes required to complete a designated activity as defined by incumbent workers according to the standards of the work place.

4. Course - A grouping of tasks and competencies which have a common knowledge base or are within a given domain.

5. Criterion-Referenced Measure - An exercise based upon a performance objective, the accomplishment of which measures attainment of that objective.

6. Criterion-Referenced Test - A test designed to measure student competencies based on job or industrial standards.

7. Curriculum Guide - A document containing the objectives, content, organization, and structure of an instructional program. It is designed for use by administrators, instructional supervisors and teachers.

8. D.O.T. - Abbreviation for Dictionary of Occupational Titles. Document provides nine digit codes identifying each occupation.

9. Duty - One of the distinct major activities involved in the work performed, comprising related tasks.

10. Exit Point - A predetermined point within an instructional program in which a student may exit with the essential competencies for a specific job. Usually defined in terms of D.O.T. codes and/or O.E. codes.

11. "Hands-On" - Statement implying the student is physically involved in a learning activity.

12. Individualized Instruction (I.I.) - A system of instruction allowing for a student to progress at their fastest rate.

13. Job - A specific area of specialization within an occupational field consisting of several closely related duties for which a person would expect to receive remuneration. Should be identified by DOT code.

14. Job Sheet - (Or Operations Sheet) - A project of a performance nature. Generally performed by the student in a lab or shop type environment or in a specialized work area.

15. Live Work - Generally refers to items brought into the course area for repair or adjustment. Examples of live work might be automobiles, radios and TV's, air-conditioners, etc. Another form of live work would be patrons visiting the cosmetology department to receive permanents or other services.

16. Master Copies - Original copies of slides, tapes or written materials set aside for the purpose of duplication.

17. Occupational Cluster - A group of occupations sharing a common core of competencies. Georgia's comprehensive high school vocational program is organized around this concept.

18. Occupational Inventory - A listing of tasks to be performed in a particular occupational area, grouped under duty classifications.

19. O.E. - Refers to the U. S. Office of Education. O.E. codes are a classification system (taxonomy) for occupational education programs.

20. Open Entry - Term meaning that a student may enter the program at any time and does not have to wait for quarter or semester breaks.

21. Open Exit - Term meaning that a student may leave a program any time he/she completes their occupational objective.

22. Performance Guide - A series of steps, arranged in a sequence ordinarily followed, which when completed may result in the performance of a task. Also called "teaching steps."

23. Performance Objective - A statement in precise, measurable terms of a particular behavior to be exhibited by a learner under specified conditions. It possesses each of the elements or characteristics specified below:

    a. Condition - The testing situation confronting the learner is clearly specified. This includes equipment provided or withheld, environmental constraints such as temperature, space, etc.

b. Performance - The specific behavior expected of the learner is stated.

c. Standard - The degree of acceptable performance is specified.

24. Performance Test - A test entailing not only the ability to answer questions, but measuring the students' ability to operate, manipulate, or perform a given task as well.

25. Program - An organized sequence of courses leading to an occupational objective. A program may contain one or more student exit points as defined by D.O.T. codes.

26. Program Objective - The outcome of a prescribed program of instruction. Usually expressed in terms of the occupation or job for which training is designed. D.O.T. codes are frequently used to identify program objectives or student exit points.

27. Self-Paced - Refers to a student moving through the prescribed training program at the fastest pace at which the student can meaningfully learn.

28. Sequencing - Putting any set or series of learning activities or tasks into proper order or sequence. Normally arranged from the simple to complex within groupings or blocks.

29. Software - Written or printed materials, slides, filmstrips, tapes, etc.

30. Student Manual - A document designed for use by students in a specific instructional program. It contains unit sheets, references, operational procedures or job sheets, etc.

31. Task - The smallest division of work in which a measurable output occurs. A logical and necessary step in the performance of a duty.

32. Task List - A listing of tasks performed by incumbent workers within a domain of interest. An example is a listing of all tasks performed by an automotive mechanic or by a worker in ornamental horticulture.

33. Unit - One "module" training materials; generally covering one learning task and programmed on one Unit Sheet. May cover more than one lesson.

34. Unit Guide - A curriculum guide sheet that lists a task and objective with the instructional activities, instructional materials, evaluation and approximate time required for a student to successfully complete the task.

35. V-TECS Catalog - A comprehensive collection of performance objectives, performance guides, criterion-referenced measures, and related data, organized by a job structure or career ladder within a domain of interest.

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Georgia Department of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the department's effort to implement this nondiscriminatory policy.

Title II - Loydia Webber, Vocational Equity Coordinator
Title VI - Peyton Williams Jr., Associate Superintendent
of State Schools and Special Services
Title IX - Evelyn Rowe and Myra Tolbert, Coordinators
Section 504 - Jane Lee, Coordinator of Special Education

Inquiries concerning the application of Title II, Title VI, Title IX or Section 504 to the policies and practices of the department may be addressed to the persons listed above at the Georgia Department of Education, State Office Building, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.